

# CITY OF ATLANTA



## A BUILDING PERMIT PROCEDURE PRIMER



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## Summary Highlights of this Publication

- Frequently-asked questions regarding the permitting process to assist the applicant.
- Frequently-asked questions regarding zoning enforcement matters.
- An identification of the complete process and the specific agencies responsible for the issuance of building permits.
- Five (5) comprehensive checklists that provide the specific criteria needed for submission of plans in order to obtain building and related permits.
- Frequently needed telephone numbers regarding permit issuance.
  - Bureau of Buildings - 404-330-6150
  - Bureau of Planning – 404-330-6145
  - Urban Design Commission – 404-330-6200
  - Department of Watershed Management - 404-330-6224
  - Department of Public Works – 404-330-6501
  - Department of Fire – 404-853-7001
  - Department of Finance – 404-330-6454
  - DeKalb County Health Department – 404-371-4742
  - Fulton County Health Department – 404-730-1301
  - Georgia Soil & Water Conservation Service – 770-761-3020
- Definitions and terms frequently used in the permit process.

## **Frequently-Asked Questions Regarding the Permitting Process**

### **1. What is the purpose of a building code?**

Building codes are regulatory requirements designed to provide for the construction of safe and habitable buildings.

### **2. Can a building permit be issued prior to the formal issuance of zoning variance?**

No.

### **3. When is a building permit required?**

By City Ordinance, a building permit is required “to construct, erect, demolish, install, alter or repair...any building, structure, equipment, appliances or system...”

### **4. When is a building permit not required?**

A building permit is not required for repair work with a total valuation of less Than \$2,500, provided such work is otherwise lawful. Repair work means in-kind repairs which do not add to, alter, or otherwise modify the building or structure.

### **5. What is the time limit for a valid permit?**

A building permit becomes valid when stamped paid by the Municipal Revenue Collector. Except for the demolition of certain buildings, building permits once issued remain valid unless work is not started within six (6) months or, once started, is abandoned or discontinued for a period of six (6) months.

**6. When are a licensed architect and or engineer required in the permit process?**

A licensed architect or engineer is required for any new building exceeding one story, or over 5000 square feet, or costing \$50,000 or more, except one (1) and two (2) family structures and all new or existing assembly, educational, health care, correctional, or detention facilities, hotels, dormitories, or lodging facilities, multi-family housing or apartment complexes and care facilities.

**7. What is a Certificate of Occupancy/Temporary Certificate of Occupancy?**

A Certificate of Occupancy is a written confirmation issued by the City of Atlanta Bureau of Buildings that the building or a specific space within a building is deemed to be in compliance with the requirements of building codes, zoning codes, and other City Ordinances.

In the event where total compliance has not been achieved, but the building or space is deemed safe, a Temporary Certificate of Occupancy may be issued to building or parts of building, for a specified, limited amount of time.

**8. When is a Certificate of Occupancy/Temporary Certificate of Occupancy required?**

A Certificate of Occupancy (CO) or a Temporary Certificate of Occupancy (TCO) is required prior to occupancy of all new buildings, additions, new tenant spaces, and buildings, which have changed occupancy type. Certificates of Occupancy start at \$50.00 and are issued by the Bureau of Buildings, after approval by the Building inspector.

## **9. What posting (notices) are necessary in the permitting process?**

Prior to the issuance of a building permit allowing the removal of trees, posting of a notice on premises is required. This posting gives notice that trees are to be removed and allows for appeals of the proposed tree removal. A building permit cannot be issued until the property has been posted for at least fifteen (15) days without appeal.

Once a building permit has been issued, a six (6) square foot sign must be posted for Notice of Permit Issuance. This sign must remain on the premises for at least thirty (30) days.

## **10. Why are plans required?**

Complete building and site plans are necessary in order to properly evaluate a project compliance with construction, environmental, and zoning codes.

Approved plans are the basis for which inspectors conduct their inspection and approval.

## **11. What are impact fees?**

Development Impact fees are required by City Ordinance for new development (including changes of use of existing buildings). Such fees are designed to augment funding for improvements to infrastructure and public facilities in the areas of traffic and transportation; parks and recreation; fire and emergency medical services and police services. These funds are used as needed to support services for new development.

Development Impact fees may be exempted in certain designated areas or for certain types of projects to encourage economic development. Redevelopment allowances will be applied for previous uses on a property when redevelopment takes place within one year of demolition. Exemptions are also available to encourage the development of affordable housing.

Development Impact fees for non-residential construction are based on service areas, type of use, and gross area of building and vary from approximately \$.42 per square foot for a private elementary school or daycare on the Southside or Westside to \$2.78 per square foot for a small office, on the Northside.

For residential construction, the fees are based on service areas and number of living units, or number of rooms for lodging facilities. Residential fees vary from \$743 for an apartment unit on the Southside or Westside to \$1544 for a single family residence on the Northside.

## **12. What is a demolition permit and what are the requirements?**

A demolition permit (building permit) authorizes the complete removal of a building or buildings from property. Prior to the issuance of a demolition permit, the site must be inspected for rodents. A letter from a certified pest control company is required, stating that the property is free of rodents.

**13. What kind of fees are required to issue a permit?**

The following fees may be required:

- A. Building permit fees are currently (\$5.00 per \$1,000) of total construction value; the minimum is \$50.00
- B. Development Impact fee (if applicable – see Question No.11.
- C. Plumbing, Electrical, HVAC, and Elevator Fees (based on fixtures)
- D. Site Development fees (site specific) - Department of Watershed Management
- E. Tree Recompense Fees, where trees are removed.
- F. Water Meter – Department of Watershed Management
- G. Sewer Tap – Department of Watershed Management
- H. Curb Cut – Department of Public Works

**14. Is it true that a homeowner can perform electrical wiring and HVAC work?**

No.

**15. What does a building permit allow?**

A building permit is a license to build in accordance with a specific scope of work, including approved plans, if required.

Any modification of permit scope or approved plans must be specifically approved.

**16. What is the area building inspector?**

The area building inspector is the individual assigned to evaluate the construction



within a specified portion of the city.

**17. Can you use a private inspector?**

Yes, but only under specific and authorized conditions by the Director of the Bureau of Buildings.

**18. Is it true that a homeowner can install plumbing systems?**

Yes, as provided by law. A plumbing permit is required.

**19. What is a stream buffer?**

A stream buffer is a restricted area (parcel of land) within a specified distance from a stream or “waters of the state” where construction or land disturbance is not allowed.

**20. When can you cut down a tree?**

When you have permission from the City Arborist (404-330-6874).

**21. What are some other functions of the Bureau of Buildings?**

The Bureau of Buildings investigates complaints of unsafe buildings; evaluates all applications for privileged business licensed premises, provides zoning and addressing information, investigates zoning violations, and performs inspections for evaluation of Police Licenses.

**22. What is a “Stop Work Order”?**

A Stop Work Order is a directive by the Bureau of Buildings to discontinue a specified construction activity.

### **23. What happens if I'm caught working without a building permit?**

Working without a permit is a misdemeanor violation of City Ordinance, which can be punishable by up to a \$1,000 fine and/or thirty (30) days in jail. A Stop Work Order may be issued. When such work is permitted a double fee up to \$1,000 may be assessed. Illegal work that cannot be made to comply with the law must be removed.

## **Frequently Asked Questions Regarding Zoning Enforcement**

### **1. What is the purpose of the Zoning Ordinance?**

To provide Regulations with the general objective of promoting desirable living conditions and to encourage the most appropriate use of land for orderly growth and development.

### **2. What is a variance?**

A modification of a zoning district regulation granted by the Board of Zoning Adjustment.

### **3. What is a Special Exception?**

Exceptions to zoning regulations granted by the Board of Zoning Adjustment for specifically-defined situations where effects on surrounding property is of principal importance.

### **4. What is a Special Administrative Permit?**

A document issued by the Bureau of Planning where complex or unusual technical determination are involved and/or matters involving temporary uses.

### **5. Can the Bureau of Buildings grant administrative variance?**

Generally No – however there is limited authority to reduce required parking requirements for the preservation of trees or modifications to improve water runoff.

### **6. Is a permit required to erect a sign?**

Yes, except for certain routine signs exempted by the Sign Ordinance.

**7. What are the parking requirements for a restaurant?**

Most zoning classifications require 1 parking space per 100 sq. ft. of floor area.

Additional parking may be required for an outdoor seating area.

**8. What parking restrictions does the Zoning Code have on a single-family residence?**

Restricts parking in certain locations or on a residential lot and may assign a required number of parking spaces.

**9. What is “Lot Area Coverage?”**

A specific percentage of the lot, which may be used for buildings and structures, and/or paved areas such as swimming pools, and other property features that create impervious surfaces.

**10. What is “Floor Area Ratio?”**

A certain percentage of development on the lot, which controls the density.

**11. What are required yard setbacks?**

Distance from property lines which define the area in which structures and/or parking may be constructed.

**12. What role does the Zoning Inspector play?**

The Zoning Inspector provides enforcement of the Zoning ordinance through investigation of alleged violations, issuance of correction notices and/or prosecution of cases to Municipal Court.

**13. When are home occupations allowed?**

When a person is a full-time permanent resident of a dwelling and engages in certain types of professions under limited conditions as defined by the Zoning Ordinance.

**14. What are the meanings of the Zoning Classifications?**

Each classification establishes criteria for land use and associated regulations governing development of such uses.

**15. What distinguishes a single-family residence from a duplex?**

A single family dwelling shall contain only one (1) kitchen.

A duplex has two living units containing independent kitchen facilities.

**16. What fences are allowed in residential districts?**

Four (4) ft. fences are allowed in required front yard setbacks; 6 ft. open fences; 8 ft. walls are allowed in side and rear yard setbacks.

**17. Who assigns street numbers?**

The Zoning Enforcement Division of the Bureau of Buildings.

**18. What is a non-conforming use?**

A land use that does not comply with the currently assigned zoning classification.

**19. What is a non-conforming structure?**

A structure that does not meet currently applicable yard setbacks.

**20. To what degree can a non-conforming use be expanded?**

Only by the granting of a special exception by the Board of Zoning Adjustment.

**21. To what degree can a non-conforming structure be expanded?**

To any extent that complies with the particular zoning classification and/or by approval of a yard setback variance by the Board of Zoning Adjustment.

**22. What is a rooming house?**

A room or collection of rooms intended for non-resident lodging purposes available only at weekly or longer rental rates to the general public.

**23. What is the subdivision process?**

Residential subdivisions are authorized to allow for the creation and subsequent development of individual building lots in residential zoning districts within the City of Atlanta.

**24. What is the City of Atlanta position on alleys?**

- (a) The City of Atlanta is not and shall not be responsible for the maintenance of alleys, with the exception of three alleys (sometimes referred to as “public alleys”), which have been historically maintained by the City of Atlanta. These three alleys are located in the central business district, connect major thoroughfares, are paved, and serve general transportation and public purpose. The alleys thus excepted are:

1. Mortgage Place, N. W., from Carnegie Way to Ellis Street
2. Equitable Place, N. E., from Auburn Avenue to Edgewood Avenue
3. Cain Place, N. W., from International Boulevard to Harris Street.

(b) The City has no interest in, and shall not be responsible for any other alley within the City limits. Public service vehicles such as garbage trucks, fire safety vehicles, or police vehicles may make use of alleys in the provision of their service. However, none of these or other historic or present uses shall constitute public ownership of, interest in, or responsibility for said alleys.

(c) The City shall not maintain or improve any private alley except when the City is an abutting property owner or the alley serves as access to a City facility.

(d) The Board of Zoning Adjustment is authorized to approve variances to allow access to properties via alleys in lieu of required individual driveways from public streets.

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## **A Building Permit Procedure Primer**

By:  
Norman A. Koplon, P.E.  
Director, Bureau of Buildings

### **Purpose**

The purpose of this Building Permit Primer is to provide guidance and information regarding the issuance of building permits in the City of Atlanta. Every attempt has been made to identify the procedures necessary for small as well as large projects, but most importantly to specify the multiple agencies involved in this process. The rezoning of property and the subdivision of land has not been addressed herein.

Integral to the practical application of this Primer are the following Appendixes that provide detailed submittal requirements for the issuance of building permits, address frequently asked questions and provide definitions related to this process:

1. Checklist for Submission of Plans for New and Additions to Commercial and Multifamily Development, including Checklist for the Department of Watershed Management.
2. Checklist for Submission of Plans for Commercial and Multifamily Alterations and Repairs.
3. Checklist for Submission of Plans for New One and Two Family Residences, including Checklist for the Department of Watershed Management.
4. Checklist for Submission of Plans for Additions to One and Two Family Residences.

5. Checklist for Submission of Plans for Alterations and Repairs to One and Two Family Residences.
6. Checklist for Submission of Plans for Sign Permits
7. Definitions and Terms

### **The Permit Process:**

The Bureau of Buildings (located in Suite 3900, City Hall South, 55 Trinity Avenue, S. W., Atlanta, GA 30303-0310) is the essential agency responsible for the management and issuance of all building permits in the City of Atlanta. The Bureau is open to the public 8:15 to 5:00 Monday, Wednesday, Thursday, and Friday. Friday afternoons are reserved for 30-minute interviews between plan reviewers and applicants to resolve permitting issues. Tuesday is closed to the public to accommodate intense plan reviews. In addition to issuance of building permits, this Bureau approves and issues sign permits, approves business licenses and issues zoning verification letters when requested. All building permit fees and development impact fees are computed by the Bureau of Buildings.

Importantly, the “building permit process”, in many instances and especially on larger projects, is dependent upon the specific approval of multiple agencies (indicated in Figure 1) of the City, County and State governments. Only after approval of each agency and their processing of required fees and requirements can the Bureau of Buildings issue a building permit.

**Figure I**

Agencies and Functions Responsible for the Approval of Building Permits in the City of Atlanta

Bureau of Buildings: (City of Atlanta)

- Approval of Compliance with Zoning Regulations
- Street Address Assignments
- Construction Documents / Building Plan Review
- Arborist Approval
- All Building Permits
- Calculation of Impact Fees

Bureau of Planning: (City of Atlanta)

- Process and review of applications to rezone, variances, special exceptions, special use permits, the plan amendments
- Approval of Special Administrative Permits for all SPI Districts
- Approval of final site plans for PD Districts
- Subdivision approval
- Approval of Special Administrative Permits for Zero Lot Line Subdivisions

Bureau of Housing: (City of Atlanta)

- Housing Impact Fee Exemptions

Urban Design Commission: (City of Atlanta)

- Plan Approval / Historic Districts
- Review of Projects Utilizing Public Funds

Department of Watershed Management: (City of Atlanta)

- Site Development Approval
- Sewer Certification Approval
- Erosion and Sediment Control Review
- Stream Buffer / Waters of State Issues
- NPDES Approval (National Pollution Discharge Elimination System)
- Water Meter Issuance
- Site Hydrology and Flood Plain Issues

Department of Public Works: (City of Atlanta)

- Traffic Issues
- Curb Cuts

- Sanitation / Solid Waste Multifamily

Department of Fire: (City of Atlanta)

- Fire Department Access
- Fire Hydrant Approval
- Approval of Assembly Occupancies
- Fuel tanks
- Tents/Outdoor events
- Fire department connections for automatic sprinkler/standpipe systems
- Fire department control rooms

Department of Aviation: (City of Atlanta)

- Airport Projects Only

Department of Finance: (City of Atlanta)

- Cashier
- Approval of Development Impact Fee Exemptions

City of Atlanta Board of Zoning Adjustment:

- Special Exceptions
- Variances
- Appeals of Decisions of Administrative Others (City Staff)

City Council

- Approval of rezoning, Special Use Permits and major Site Plan Amendments

DeKalb County Health Department:

- Food Service Permits
- Solid Waste / Trash Compactors
- Public Swimming Pools

Fulton County Health Department:

- Food Service Permits
- Solid Waste Issues
- Public Swimming Pools

Georgia Department of Agriculture:

- Grocery stores, food processing/food service in covered facilities

Georgia Department of Transportation:

- Curb Cuts Along State Roads

Georgia Department of Labor:

- Boiler Permits and Inspections

Georgia Soil and Water Conservation:

- Erosion and Sediment Control Approval
- State Waters Buffer Encroachments

Georgia Environmental Protection Division:

- Stream Buffer Variances / State Waters Buffer Encroachments

Federal Emergency Management Agency

- Flood Plain Studies for Areas not Mapped
- Letters of Map Revision (LOMR) for Mapped Areas

Corps of Engineers / Savannah District

(Northern Area Office Located in Morrow, GA)

- Wetlands Impacts
- Flood Plain Impacts
- Aerial Sewer Crossings, or Roadway Crossings

Georgia State Fire Marshal:

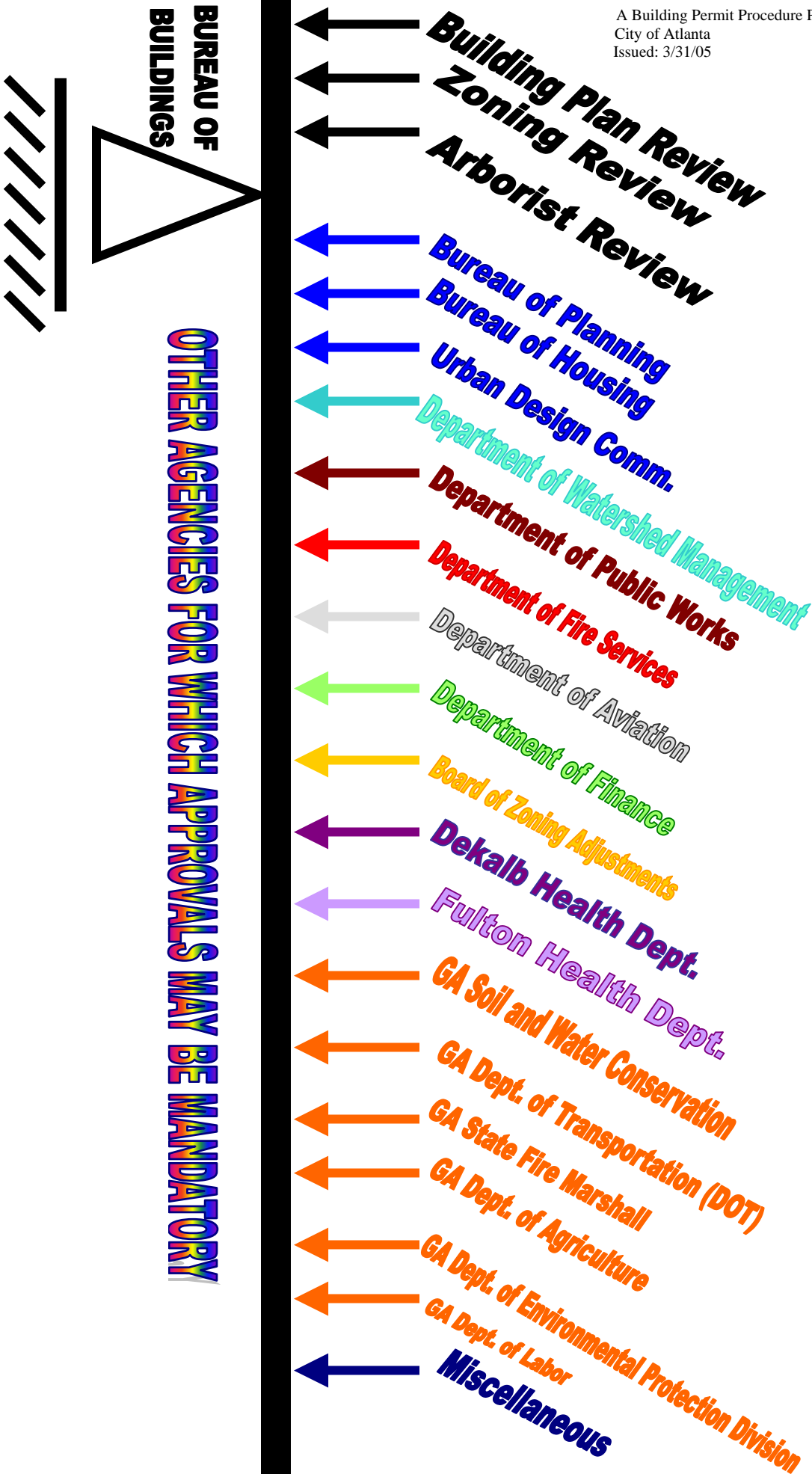
- Jails
- Hospitals

Georgia Department of Human Resources:

- Childcare Licensing

# City of Atlanta

## Building Permit Process



Building permits are required to construct, erect, demolish, install, alter, or repair any building structure, equipment, appliances or systems. A building permit is not required for repair work with a total valuation of less than \$2,500.00, provided such work is otherwise lawful.

While the present Permit Process is predominately a “paper process”, technological improvements are being made to enhance customer service to allow limited permit processing on-line capabilities.

**Applicable Building and Related Codes:**

The following building codes are utilized by the City for plan evaluations and permit issuance:

Standard Building Code (International Building Code), 2000 Edition with Georgia and City of Atlanta Amendments.

Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards, August 21, 2003. (Georgia Safety Fire Law)

CABO One and Two Family Dwelling Code, 2000 Edition with Amendments.

National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia Amendments.

Standard Gas Code (International Fuel Gas Code), 2000 Edition with Georgia Amendments.

Standard Mechanical Code (International Mechanical Code), 2000 Edition with Georgia Amendments.

Georgia Handicapped Accessibility Law 120-3-20.

Standard Plumbing Code (International Plumbing Code), 2000 Edition with Georgia Amendments.

National Electrical Code (NEC), 2002 Edition with Georgia Amendments.

ANSI A17.1 Elevator Code, 1996 Edition with 1999 State Amendments.

International Energy Conservation Code, 2000 Edition with Georgia Amendments.

Standard Fire Prevention Code (International Fire Code), 2003 Edition with Georgia Amendments.

The Bureau of Buildings' staff is specifically responsible for the evaluation of plans for compliance with applicable building codes, the Georgia Safety Fire Law, as well as the Georgia Handicapped Accessibility Law.

### **Zoning Evaluation:**

The Bureau of Buildings is additionally responsible for plan review, enforcement and compliance with the City of Atlanta Zoning Ordinance. This Ordinance contains numerous zoning classifications with corresponding zoning requirements for setbacks, permitted uses, density, height, off-street parking and other design requirements as well as the requirements for all sign permits. Certain uses additionally require the issuance of Special Use Permits, Special Administrative Permits, Variances, Special Exceptions, and Certificate of Appropriateness. In summary:

- Special Use Permits, decided by the City Council after public notice and hearing and recommendation by the Zoning Review Board, are intended to be used in connection with land uses, identified within particular zoning classifications, that are of substantial significance or of unusual



operational characteristics. The processing, review, and decision-making time for Special Use Permits is a minimum of approximately 90 days.

- Special Administrative Permits are intended to be used where complex or unusual technical determinations are involved and/or in conjunction with temporary uses and structures where the matter is not of such a nature as to require public notice and hearing. Such permits shall be approved by the Bureau of Planning. The processing, review, and decision-making time for Special Administrative Permits is a maximum of 30 days.
- Variances or Special Exceptions, decided by the Board of Zoning Adjustment after public notice and hearing, are intended to be used in conjunction with construction proposals where consideration of effects on the surrounding property is of principal importance, and include but are not limited to: building additions that involve yard set-back reductions, construction of fences and walls, and reductions in required parking. The processing time for Variances and Special Exceptions is a minimum of approximately eight (8) weeks.
- Matters dealing with Historic Preservation are subject to approval by the Urban Design Commission through the issuance of Certificate of Appropriateness.

**Moratorium:**

From time to time moratoriums for limited duration are enacted by the City of Atlanta to restrict the issuance of building permits and sign permits for the purpose of studying particular land use issues and possibly amending the zoning ordinance.

### **Appeals From Decisions of Administrative Official:**

The City of Atlanta Zoning Ordinance provides that appeals may be taken by any person aggrieved by any decision of an “Administrative Official” (City Staff) , such as issuance of a building permit or stop work order, by filing said appeal with the official and with the Board of Zoning Adjustment, within 30 days after the action has been taken.

An appeal stays all legal proceedings in furtherance of the action appealed from unless the official from whom the appeal is taken certifies to the Board of Zoning Adjustment that an unsafe condition exists.

The impact of this provision may delay the permit process until resolution of the appeal relating to issuance of that building permit.

### **Arborist / Tree Protection:**

In order to preserve and prevent trees from being destroyed during development, or any other land disturbance, the City of Atlanta has enacted a Tree Protection Ordinance. This ordinance, administered by the Bureau of Buildings (Arborist Division), requires specific time restraints that limit the timely issuance of a building permit. For example, where trees are scheduled to be removed, a fifteen (15) day posting period is a prerequisite to permit issuance. Should any appeal of the proposed tree removal be submitted, a permit cannot be issued until such appeal has been resolved by the City of Atlanta Tree Commission.

### **Site Development:**

Civil engineering site drawings and hydrology studies regarding land disturbance activity for matters dealing with grading and drainage, storm water management, stream bank protection and erosion and sediment control are approved by the Department of Watershed Management. Additional approval is required by the Georgia Soil and Water Conservation Commission District (Fulton County) for sites over 1.1 acres, disturbed area, or within 200 ft. of State waters. The Board meets the 3<sup>rd</sup> Tuesday of each month, and approvals may add 1-6 weeks to review process. A copy of the Board's review requirement is provided. Sites waving encroachments into 25 ft. State Waters Buffers are required to make a formal presentation to the Board at the monthly meeting. Appendix 1 provides specific requirements for civil (site plan) approval.

Depending on particular features of the site or project being reviewed, additional outside agencies may become involved in the review process. Please refer to Site Development Process Flow Chart for these agencies and average timelines associated with these outside reviews.

Per recently passed Georgia House Bill 285, the City is required to create a revised Erosion and Sediment Control Ordinance for site down to one acre in size. This draft legislation is being reviewed for conformity with State law and will reach City Council for approval in summer of 2004. Once enacted, this will require a fee of \$40/disturbed acre to be paid to the City and an additional \$40/disturbed acre to Georgia Environmental Division

## **Building Approval**

A building permit must be augmented with the issuance of plumbing, automatic sprinkler, electrical, heating, air conditioning, elevator, and other miscellaneous permits. Plan evaluations for these permits are conducted by the Bureau of Buildings. Permit fees are published in Appendix 1.

For convenience to the applicant, two (2) opportunities for permitting are offered by the Bureau of Buildings' staff: a Commercial Review and a Residential Review. Many permit applications, especially for the erection of fences, reroofing and interior alterations are approved and issued on the same day. Please refer to Appendix 1 through Appendix 5 for detailed submission requirements.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. Plans marked "Not Released for Construction", "preliminary" and "permit only" shall not be accepted for review, except as noted for site and foundation permits. The City reserves the right to require additional information for plan review analysis. (See Appendix 1).

## **Fire Department Approval:**

Commercial and multifamily projects must have fire department approval for site access, hydrant protection and places of assembly, fuel tanks, tents/outdoor events, Fire Department connections to sprinkler/standpipe systems, and Fire Department Control Rooms in highrise buildings. Appendix 1 provides additional information regarding plan requirements for Civil and Architectural plans as well as applicable permit fees.

### **Sewer Verification:**

All projects for new construction or change of use must be evaluated for sewer capacity as a prerequisite for the issuance of a building permit. Such sewer evaluation, predicated upon sewer calculations submitted by the applicant, is performed by the Department of Watershed Management and requires a minimum of ten (10) days.

### **Demolition Permits:**

The Bureau of Buildings issues Demolition Permits. Applications for such permits shall include: a letter from a certified pest control company indicating that the building is free of rodents and a plumbing permit to ensure all existing sewer taps at that location shall be “capped” to prevent infiltration into the sewer system. Demolition permits are issued only for the removal of a building (s) and restoration of the site beneath the demolished building. All trees must be protected at all times and no tree can be removed from the site without approval by the Arborist.

City of Atlanta ordinances restrict the demolition of residential structures which require rezoning, a special use permit, an amendment to the Comprehensive Development Plan or for the purpose of creating open space. Demolition may occur where, subject to Bureau of Planning approval, replacement structures are anticipated. In these cases, the Bureau of Planning requires submittal of a site plan that shows the replacement structure. However, when the affected structure has been found unfit for human habitation or unsafe by the Director of the Bureau of Buildings, approval for such demolition may be granted. Commercial structures, except those listed on the historic register, may be demolished in accordance with the provisions of Paragraph 1 above.

A separate permit is required for additional site demolition, grading or other land disturbing activity.

### **Small Plan Residential Alteration Permits:**

The review and permit issuance for jobs classified as small plans (interior alterations, reroofing, fences, basement alterations, attic build outs) are generally reviewed “over the counter” by residential staff reviewers and are normally processed within one (1) or two (2) days.

Please refer to Appendix 4 and 5 for detailed submission requirements.

### **Commercial/Interior Alteration Permits:**

The review and permit issuance for alterations to commercial and multifamily developments are assigned to specific staff personnel in the Bureau of Buildings.

Please refer to Appendix 2 for detailed submission requirements.

### **New Residential Dwellings:**

New One and Two-Family plans are assigned to Residential Plan Review Specialists as indicated in Appendix 3. For New Multifamily development, please refer to Appendix 1.

### **New Large Projects:**

Applications for large projects (new commercial buildings, new multifamily residential structures, additions to commercial buildings, etc) are assigned to specific staff in the Bureau of Buildings. Please refer to Appendix 1 and 2.

After zoning approval, plans are then distributed to other agencies (See Figure 1, Appendix 1) for review, evaluation, and approval. Upon approval of all required agencies, building permits are issued in the Bureau of Buildings.

### **Development Impact Fees:**

The Bureau of Buildings is responsible for the calculation and determination of all Development Impact Fees required by the City of Atlanta Development Impact Fee Ordinance of 1993, as amended. In summary, all new construction and changes of occupancies in existing buildings are assessed such fees. (See Frequently Asked Questions Regarding the Permitting Process, question # 11.)

### **Sign Permits:**

Most signs that are installed on private property require individual permits and are regulated by the City of Atlanta Zoning Ordinance for which permits are issued by the Bureau of Buildings. Sign permit fees are \$1.00/square foot of sign. Please refer to Appendix 6.

### **Permit Options:**

Three (3) options are available to obtain a building permit in the City of Atlanta involving new construction or additions to commercial, industrial or multi-family residential buildings: (1) A complete permit, (2) A partial permit for site work only, (3) A partial permit for site and foundation activities. Please refer to Appendix 1.

### **After Permit Issuance:**

Each site for which a building permit has been issued is required to be posted with a sign within 24 hours in a conspicuous location and remain posted for 30 days. The sign shall have a copy of the permit, shall be not less than six square feet with the words “**NOTICE**

**OF ISSUANCE OF BUILDING PERMIT”** in letters not less than four inches high.

A notarized affidavit must be filed with the Clerk of Council; 55 Trinity Ave., SW, Suite 2700, Atlanta, Georgia 30303-0310, certifying under penalty of perjury the date on which the sign required was posted. (This posting is not required for repairs and alterations that do not increase square footage).

After issuance of the building permit and all related permits (Plumbing, Electrical, Automatic Sprinkler, HVAC, Elevator, and the City of Atlanta Tree Ordinance), inspections are made by field inspectors of the Bureau of Buildings. It is the specific responsibility of each trade to request inspections. Additional inspections are also conducted by other City agencies such as the Department of Watershed Management. It is required that all construction sites must be properly maintained to provide silt control.

**Construction Working Hours:**

Working hours are regulated by City Ordinance and are enforced by the Department of Public Works (404-330-6240).

Operating or permitting the operation of any power tools or other motorized equipment used in construction, drilling, earthmoving, excavating, or demolition work is **not** allowed between 7:00 p.m. and 7:00 a.m. the following day on a weekday or between 7:00 pm. and 9:00 a.m. on a weekend day or legal holiday, except for **emergency work** or by temporary variance pursuant to Code Section 74-139.



### **Certificates of Occupancy / Temporary Certificates of Occupancy:**

Upon completion of all construction and prior to occupancy and upon final approvals by all appropriate inspectors, Certificates of Occupancy are issued by the Bureau of Buildings. Depending upon unusual circumstances, a Temporary Certificate of Occupancy may be issued for a specified time period.

### **Summary:**

Approximately 32,000 building permits and technical permits are issued on an annual basis by the City of Atlanta Bureau of Buildings. This important process requires compliance with a multitude of City Ordinances, State Statutes, Regulatory Building Codes, and can involve as many as twenty (20) agencies depending upon the scope of the building permit. This Primer outlines in summary fashion, the pertinent issues to assist the permit applicant.

The Administration of Mayor Shirley Franklin has actively supported the improvement of the building permit process by establishing a development task force. The following permit process improvements have been made by the Bureau of Buildings in 2003:

- Redesigned Permit Intake Counter to focus exclusively on walk-in customers
- Redesigned Zoning Intake Counter to reduce congestion
- Established Permit Coordinator for Residential Permits to facilitate residential permits
- Established Permit Coordinator for Commercial Permits to facilitate commercial permits
- Designated Permit Customer Service Coordinators to provide assistance in plan routing
- Designated specific staff members to review single-family dwellings

- Designated specific staff members to review commercial projects
- Added three (3) new plan reviewers
- Set aside Friday afternoon for 30 minute reviews between plan reviewers and permit applicants to resolve permitting issues
- Permit application submittal requirements have been posted on the City website
- Established timetables/targets for the issuance of different categories of permits

The following improvements are scheduled for implementation in 2004 to further

improve the permit process:

- Establish one evening a week for extended hours for obtaining a permit
- Establish on-line permit tracking protocol for permit status
- Pre-payment opportunity for Certificate of Occupancy.

# APPENDIXES



## APPENDIX 1

### City of Atlanta Bureau of Buildings

#### Checklist for Submission of plans for Commercial and Multi Family Development- New Construction and Additions

Applicable Codes:	<b>Standard Building Code (International Building Code), 2000 Edition with Georgia and City of Atlanta amendments</b>
	<b>Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards, August 21, 2003 (Georgia Safety Fire Law)</b>
	<b>National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia Amendments</b>
	<b>Standard Gas Code (International Fuel Gas Code), 2000 Edition with Georgia Amendments</b>
	<b>Standard Mechanical Code (International Mechanical Code), 2000 Edition with Georgia Amendments</b>
	<b>Standard Plumbing Code (International Plumbing Code), 2000 Edition with Georgia Amendments</b>
	<b>National Electrical Code, 2002 Edition with Georgia amendments</b>
	<b>Georgia Handicapped Accessibility Law 120-3-20</b>
	<b>ANSI 17.1 1996 Elevator Code, with 1999 Georgia amendments</b>
	<b>International Energy Conservation Code, 2000 Edition with Georgia Amendments</b>
	<b>Standard Fire Prevention Code (International Fire Code), 2000 Edition with Georgia amendments</b>

Three (3) options are available to submit for a building permit in the City of Atlanta involving new construction or additions to commercial, industrial or multi-family residential buildings: Full, Site or Foundation. (*The City of Atlanta issues building permits and not “so called” “land disturbance permits”.*) Please be advised that partial site or foundation submissions may ultimately delay review of the project.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis.

***Note: Plans marked “Not Released for Construction”, “preliminary” and “permit only” shall not be accepted for review, except as noted for site and foundation permits.***

All projects must have fire department approval (404-853-7076) for site access, hydrant protection and places of assembly, when applicable. Three copies of the appropriate plans must be submitted directly to the Fire department reviewer- please call 404-853-7076 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects in Fulton County (404-730-1301) must have Fulton County Health Department approval for solid waste facilities (dumpsters, trash compactors). Fulton (404-730-1301) or DeKalb (404-508-7900) County Health Department approval is necessary for facilities with food or bar service. These approvals must be presented to this Bureau before a building permit can be issued.

Georgia Child Care Licensing Agency approval is necessary for projects involving Daycare occupancy. Please call 404-657-5562 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects must undergo sewer capacity verification as a prerequisite for issuance of a building permit. Accurate data regarding floor areas and occupancy types, existing and new, must be provided to the Department of Watershed Management. Any discrepancies found between the final sewer certification and the plans reviewed by the Bureau of Buildings must be corrected *before the building permit is issued!*

#### **FULL PERMIT SUBMISSION REQUIREMENTS:**

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - a. Tree removal, protection and replacement information
  - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Three (3) separate sets of architectural and structural plans
8. Three (3) separate sets of mechanical/HVAC plans
9. Three (3) separate sets of electrical plans
10. Three (3) separate sets of plumbing plans
11. One (1) copy of specifications

#### **SITE (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:**

1. All civil plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All building described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - a. Tree removal, protection and replacement information
  - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Two (2) separate sets of either final architectural plans or preliminary architectural plans. *Preliminary architectural plans are required for information only to evaluate zoning conditions, impact fees and other matters and do not have to be sealed. Such preliminary plans must include, at a minimum, complete floor plans with dimensions, elevations, building occupancy, construction type, height, & appropriate means of egress.*

**FOUNDATION (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:**

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Six (6) separate sets of civil and landscape plans including:
  - c. Tree removal, protection and replacement information
  - d. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Two (2) separate sets of either final architectural plans or preliminary architectural plans. *Preliminary architectural plans are required for information only to evaluate zoning conditions, impact fees and other matters and do not have to be sealed. Such preliminary plans must include, at a minimum, complete floor plans with dimensions, elevations, building occupancy, construction type, height, & appropriate means of egress.*
8. Two (2) separate sets sealed structural foundation plans

**GENERAL REQUIREMENTS FOR CIVIL,  
ARCHITECTURAL & STRUCTURAL PLANS**

1. **CIVIL AND SITE PLANS** (see also attached Site Development checklist)
  - a. Site Plan
    - i. Must include a property survey by a Georgia registered Land Surveyor.
    - ii. Must provide complete grading and civil engineering plans and all appropriate details.
    - iii. Must show complete boundaries and topography
    - iv. Must show location of buildings (s), driveway (s) and all other proposed improvements to be constructed (fences, walls, accessory buildings, etc.)
    - v. Indicate zoning district
    - vi. Must provide complete land use intensity calculations for multifamily residential uses
    - vii. Indicate lot coverage
    - viii. Indicate floor area ratio
    - ix. Show parking- required & provided
    - x. Show dimensions of all property clearances (such as 7' clearance from the property line to the building)
    - xi. Indicate any existing 100-year flood plan limits and elevations, any "waters of the state" limits, any drainage courses or swales, any wetlands, etc.
    - xii. Indicate any existing easements and their dimensions.
  - b. Show erosion and sedimentation control devices
    - i. Silt Fence
    - ii. Construction Exit
    - iii. Provide a complete soil and erosion control plan showing all required best management practices and details
    - iv. Show area of total site and disturbed acreage in acres

- v. Show existing and proposed ground contours
- vi. List separately both cut and fill earth quantities in cubic yards
- c. Sanitary Sewer Connection
  - i. Show Location on site plan
  - ii. Show clean-out at property line
  - iii. Show location and size of existing City of Atlanta public sanitary sewer to be tied into on site plan
- d. Tree Ordinance
  - i. On site plan provide existing tree inventory, (diameter at breast height and specie), four foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees).  
*(If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved.)* Call City Arborist at 404-330-6874 for further information.

## 2. ARCHITECTURAL/ENGINEERING PLANS

- a. The following minimum code & project information is required on the plans:
  - i. Indicate name, address and phone number of project designer of record (engineer and/or architect)
  - ii. Indicate street address (as issued by the Bureau of Buildings) for all buildings or structures of project in title block of each drawing including cover sheet.
  - iii. List applicable codes used
  - iv. Provide drawing index
  - v. A brief project description
  - vi. Occupancy classification as per NFPA 101
  - vii. Type of construction, Table 500 IBC
  - viii. Sprinklered/Non Sprinklered
  - ix. Building Area in square feet per IBC
  - x. Building Height in feet per IBC
  - xi. Number of stories
  - xii. Basis of structural design per IBC Chapter 16
  - xiii. Statement of special inspections per IBC Chapter 17
- b. The project plans should also include drawings & documentation detailing:
  - i. Compliance with Means of Egress Requirements per NFPA 101
  - ii. Compliance with Handicap Accessibility requirements per Georgia Handicapped Accessibility Law
  - iii. Compliance with International Energy Conservation Code
  - iv. All fire protection assemblies
  - v. Finish grade at all building exterior elevations
  - vi. A Life Safety/Exit plan with calculated occupancy loads, paths of travel, and exit widths per NFPA 101
  - vii. Compliance with interior finish requirements per NFPA Chapter 10
- c. Where independent electrical services are installed in one and two family dwellings, such installation must comply with the National Electrical Code.  
*Note: Two hour walls properly constructed in accordance with the Standard Building Code are deemed to establish separate buildings.*

3. FEES

- a. Building Permit fee is \$5.00 per \$1,000 of total cost/valuation of work (\$50.00 minimum fee)
- b. Impact Fees:
  - i. Calculated by gross building area and use for non-residential uses, number of living units for single family & multi-family, & number of rooms for lodging (hotel/motel, dormitory, etc)
  - ii. Redevelopment and/or Change of Use adjustments may apply.
  - iii. Impact Fees are required to be paid at the issuance of the first permit (Site, Foundation or Full permit)
- c. A separate permit is required by a licensed professional from:
  - i. Electrical (404-330-6180)
  - ii. Plumbing (404-330-6170)
  - iii. Heating Ventilation and Air Conditioning (404-330-6265)
- d. Sewer Tap Permits are issued by the Department of Watershed Management-Site Development (404-330-6089).
- e. Water Meter permits are issued by the Department of Watershed Management-Bureau of Water (404-330-6091)
- f. Certificate of Occupancy/Temporary Certificate of Occupancy vary in cost and are issued by the Bureau of Buildings-Building Inspection Division (404-330-6160)

Source: City of Atlanta, Bureau of Buildings

March, 2005



\_\_\_\_ Review<sup>1</sup>

Date: \_\_\_\_\_

**Department Of Watershed Management**  
**Site Development Section**  
**Plan Review Comments**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.

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<sup>1</sup> Revised 12/30/04

- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect, or architect. Land-disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

**Sanitary Sewer Construction**

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connections. Permits for new connections may be obtained from the Site Development Section, Department of Watershed Management.
- ☐ 9. A manhole is required on all sanitary sewer lines eight (8) inches in diameter and larger at the end of each line, at changes in grade, changes in pipe size, changes in alignment and at all intersections.
- ☐ 10. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 11. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 12. A City of Atlanta standard cleanout, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 13. Profile drawings are required for sanitary sewers eight (8) inches in diameter and larger. The profile drawings shall show the top elevations for all manholes and invert elevations and slopes for all pipes. The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Manhole inverts shall be designed to provide fall across the manholes.
- ☐ 14. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile drawings
- ☐ 15. All sanitary sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.
- ☐ 16. Ductile iron pipe (DIP) or vitrified clay pipe (VCP) are required pipe materials for sanitary sewers which will be dedicated to the City

of Atlanta. Polyvinyl chloride pipe (PVC) (SDR 35 or better) may be used for private sanitary sewer mains.

- ☐ 17. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 18. Inside drop manholes with drops exceeding two (2) feet are not permitted. Outside drop manholes are required for drops exceeding two (2) feet.
- ☐ 19. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 20. The minimum cover requirements for sanitary sewer pipes are as follows: three (3) feet of cover in non-vehicular traffic areas and six (6) feet of cover in vehicular traffic areas.

#### **Storm Sewer Construction**

- ☐ 21. Structures are required in all storm sewer lines twelve (12) inches in diameter and larger at the end of each line, at any change in grade, change in pipe size, any change in alignment and at all intersections.
- ☐ 22. Profile drawings are required for all storm sewer pipes twelve (12) inches in diameter and larger. The profile drawing shall show the top elevation of all structures, invert elevations and slopes proposed for all pipes as well as type of storm sewer structure proposed (manhole, catch basin, drop inlet, etc.). The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Inverts in storm sewer structures shall be designed to provide fall across the structure.
- ☐ 23. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile for adequate identification.
- ☐ 24. All storm sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.

- ☐ 25. The minimum size for storm sewer pipes is twelve (12) inches in diameter. In general, storm sewer pipes shall be sized to carry a twenty-five (25) year storm flow minimum. Storm sewer pipes that carry run-off to a storm water detention facility shall be sized to carry the one hundred (100) year storm flow.
- ☐ 26. The minimum cover requirements for storm sewer pipes are as follows: two (2) feet of cover in non- vehicular traffic areas and three (3) feet of cover in vehicular traffic areas.
- ☐ 27. Reinforced concrete pipe (RCP) and ductile iron pipe (DIP) are required materials for storm sewer pipes. Trussed-ribbed, smooth bore polyvinyl chloride pipe (PVC) may be used, on a case-by-case basis, for private storm sewers (on private property, not in the public right of way) and shall be limited to a maximum pipe size of eighteen (18) inches in diameter. Corrugated metal pipe (CMP) is not permitted (exception: storm water detention facilities where run-off is “backed-up” into the pipe for storage).
- ☐ 28. Building over storm sewers is not permitted (See number 19 in the sanitary sewer construction section of checklist).
- ☐ 29. Due to the scouring effect, proposed drops in storm sewer pipes shall be limited to a distance not to exceed one (1) pipe diameter (e.g. the structure has a 15” incoming pipe and a 15” out going pipe; the maximum drop in the structure is 30” invert to invert).
- ☐ 30. The maximum discharge velocity for storm sewer outlet pipes shall not exceed ten feet per second (10fps) based on Manning’s Equation.
- ☐ 31. A hydrology report showing the 2, 10, 25, 50 and 100- year storm flows is required. No increase in the storm water run-off rate, as compared to predevelopment, or existing conditions, is permitted. Design the storm water management system to maintain the proposed storm water run-off rates at or below pre-construction rates. Provide calculations demonstrating that each of the storms is being controlled. Detention, if required, shall be for the one hundred (100) year storm. Off-site run-off, if any, must be considered and accounted for. See the hydrology study review checklist at the end of this checklist.
- ☐ 32. Note the detention facility’s one hundred (100) year water surface elevation and the one hundred (100) year storage volume on the grading plan near the detention facility. In “combined sewer” areas, additional storage volume equal to that generated by a 1-year, 6- hour storm is required in detention.

- ☐ 33. Discharge points from storm sewer systems shall be located ten (10) feet minimum from property lines and shall be directed to an acceptable outlet point (e.g. creeks, streams, rivers, swales or existing storm drain systems). In addition, outlet points shall be located so as not to cause ponding of water or increased erosion problems.
- ☐ 34. Provide a detail for the detention facility's outlet control structure on the plans and in the hydrology report. Control weirs or orifices in curbs or walls alone are not permitted. Overflows over curbs or walls are not permitted. The outlet control structure shall be designed as a structure with manhole access for maintenance and the capability to accept and convey the twenty-five (25) year storm flow (routed or unrouted) as overflow when the control weir or orifice is blocked. The use of metal plates or inlet grates as control devices is not permitted.
- ☐ 35. A Professional Engineer's Statement form, which can be obtained from the Site Development Section, shall accompany the hydrology report when submitted for review.
- ☐ 36. The one hundred (100) year contour and elevation(s) must be delineated on any site plan involving the one hundred (100) year flood hazard area. Building construction in the one hundred (100) year hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, locate the limits of the one hundred (100) year floodway on the plans.
- ☐ 37. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

#### **Work In The Public Right-of- Way**

- ☐ 38. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the

policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.

- ☐ 39. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans. The back of the sidewalk shall be shown at the property line
- ☐ 40. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans. The back of the driveway apron shall be shown at the property line.
- ☐ 41. The vertical alignment for proposed streets to be dedicated to the City of Atlanta are as follows: four percent (4%) per one hundred feet (100') is the maximum rate of change of grade for streets with right-of way widths of forty feet (40') or more; for streets with a right-of-way width of thirty two feet (32'), the maximum rate of change is six percent (6%) per one hundred feet (100'). All vertical curves shall be symmetrical.
- ☐ 42. The pavement section for proposed streets to be dedicated to the City of Atlanta shall conform to the City of Atlanta Standard Detail, which shall be shown on the plans.

**Documents and Fees Required Prior to Site Development Section Sign-off**

- ☐ 43. An Indemnity Agreement is required for sites that will have storm water detention facilities. The agreement consists of a completed agreement form (which can be obtained from the Site Development Section), a written legal description of the property parcel on which the storm water detention facility is located, a photocopy of the proposed storm water detention facility as shown on the grading plan for the project and a photocopy of the storm water detention facility's outlet control structure detail from the project's plan or hydrology report as exhibits. All exhibits shall be on eight and one half inch by eleven inch (8 1/2" x 11") sheets. The completed agreement shall be signed by the owner of the property, the exhibits attached and the entire package shall be filed for recording in the clerk's office either the Fulton County or Dekalb County court as appropriate. The original recorded document shall be presented to the Site Development Section.

- ❑ 44. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ❑ 45. 3 Year Maintenance Bond Is Required. A three (3) year maintenance bond is required for proposed sewers and streets that will be dedicated to the City of Atlanta. All bonds shall be submitted to the Site Development Section prior to final acceptance of the project. Bond form may be obtained from the Site Development Section.
- ❑ 46. Erosion Control Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is one thousand dollars (\$1000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a minimum bond of one thousand dollars (\$1000) is required. For proposals with building permit applications dated November 15, 2004 or later, the bond amounts are increased to \$3000 per disturbed acre. In addition, a Forty dollar (\$40.00) fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) fees will be required prior to Site Development sign-off.
- ❑ 47. Pipe inspection fees are required. The fees are as follows:
  - Storm pipes 12" and larger: \$0.25 per linear foot
  - Sanitary pipes 8" and larger: \$1.00 per linear foot
  - All structures (except sanitary sewer connections): \$5.00 each
- ❑ 48. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:
  - Driveway and Sidewalk inspections: \$2.50 per linear foot
  - Land Disturbance:
    - Site inspection – Single Family Construction: \$130.00 per lot
    - Site inspection – Commercial Construction: \$830.00 per site
    - Plan Review – Single Family Construction: \$100.00 per plan
    - Plan Review – Commercial Construction: \$550.00 per plan
  - Inspection of privately constructed sanitary sewer connections:
    - Single Family Construction: \$250.00 each

*Construction other than Single Family:  
\$50.00 per connection and \$1.00 per linear foot  
for sanitary sewer pipes 8" and larger.*

- ☐ 49. Sewer Capacity Certification Fees:  
Flat rate for Single Family Construction or Commercial Construction less than 2500 gallons per day (gpd): \$600.00  
Flat rate for Commercial or Residential Construction with flows of 2500 gallons per day (gpd) or greater: \$1500.00  
Capacity Certification analyses (upon a request by the applicant): \$2245.00  
(additional charges for modeling, site visits, and alternative analysis, if requested, will vary depending on the nature of the request).
  
- ☐ 50. Subdivision Development Fees are as follows:

Plan review:	\$50.00 per lot
Curb and gutter installation:	\$0.50 per linear foot
Street Paving:	\$2.00 per square yard
Land Disturbance:	
Site Inspection:	\$130.00 per lot
Plan Review:	\$100.00 per lot
  
- ☐ 51. The following note shall appear on the plan cover in **BOLD** outline:  
"Prior to Land-Disturbing Construction, the Contractor shall schedule a pre-construction meeting with the area Erosion Control/Site Development Inspector". Call (404) 330-6990 to contact the inspector.
  
- ☐ 52. Erosion and Sediment Control Plan Requirements
  - ☐ A. A "phased" erosion and sediment control plan is required (initial, intermediate, and final phases).
  - ☐ B. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.
  - ☐ C. Adjacent Areas - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.



- ☐ **D. Location of Erosion and Sediment Control Practices:** Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, show the proposed locations for all proposed best management practices, practices may include, but are not limited to:
- 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_
- 
- 

*Notes, Narratives and other information to be shown on the Erosion Control Plan:*

- ☐ **E.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **F.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **G. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **H. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".
- ☐ **I. Note:** "Silt fence shall meet the requirements of Section 171-temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced".

- ☐ **J. Maintenance Statement:** “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ **K. Statement:** “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ **L.** The name, address, and phone number of the developer shall be shown on the erosion and sediment control plans.
- ☐ **M. Activity Schedule:** Show the anticipated start and completion dates for the project as well as the sequence of events for all activities, including, but not limited to:
  - **A.** Installation of erosion and sediment control measures
  - **B.** Clearing, grubbing and grading operations
  - **C.** Grassing- show temporary grassing at 14 day intervals and permanent grassing at 30 day intervals
  - **D.** Paving
  - **E.** Building Construction
  - **F.** Final landscaping, grassing, site clean-up, cleaning of storm drains, etc.
  - **G.** Disposition of temporary erosion and sediment control measures
- ☐ **N. Vegetative Plan** - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ **O. Detail Drawings** - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia.

- ☐ **P. Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:**
- 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta 75 ft. buffer limits
  - 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

**(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)**

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.
- ☐ **Q. List soil series and types of the project area impacted by land-disturbing activities.**
- ☐ **R. Provide documentation of payment of all ad valorem taxes due or owed on the project parcels.**
- ☐ **53. Other:** In final form four (4) sets of plans are required for Department approval. See the plan marked “Site Development\_\_\_\_\_” for additional comments. Return the marked plans and hydrology report (if applicable) with the revised plans. For information on how to obtain the Manual for Erosion and Sediment Control in Georgia, call the Georgia Soil and Water Conservation Service at 770-761-3020.

## **Supplemental Hydrology Study**

### **Review Comments**

- ☐ 1. Provide pre-development and post development drainage basin maps for the proposed development based on topography. Show the area limits, area sizes in acres and run-off coefficients for all areas of flow onsite, any off site areas contributing, on site area “to pond” and post development areas bypassing detention.
- ☐ 2. The entire area of the parcel involved in the permit application must be addressed in both pre-development and post development conditions. Show calculations of the required flow parameters for the studied storm events.
- ☐ 3. The complete areas studied in both pre-development and post development conditions must total to the same overall acreages.
- ☐ 4. For sites 25 acres and smaller, Rational Method hydrology reports are required.
- ☐ 5. Provide “weighted” C value calculations for all required storm flows in both pre – development and post development conditions of the proposed site.
- ☐ 5. Provide complete time of concentration calculations to document study parameters.
- ☐ 6. Use City of Atlanta standard intensity factors for studied storms and list the values used in the calculations.
- ☐ 7. Provide complete documentation for all areas of bypass, including the appropriate allowable outflow calculations.
- ☐ 8. Provide complete documentation for the stage/storage/discharge (S/S/D) data used in the report. This would include (at a minimum) the size, configuration, and elevation of control orifices and weirs, the weir coefficient associated with the configuration of the detention storage proposed, and the elevations and storage volumes generated by the detention facility.
- ☐ 9. For underground pipe and vault storage detention facilities, provide complete calculations to document the storage volumes available. Minimum data would include the following parameters: for pipes, length, diameter and slope; for vaults, length, interior dimensions and slope (all storage vessels must have positive slope to drain).
- ☐ 10. There is no available storage areas or volumes below the invert of the lowest control orifice or weir. Any volume lost to the placement of the outlet control structure, interior structural elements, slope of storage facility, etc., must be fully accounted for in the stage/storage calculations.
- ☐ 11. Proposed storage below the 100-year flood hazard elevation (or the 100-year high water limits for streams not in a FEMA flood hazard area) is not permitted.

- ☐ 12. Provide calculated flows for pre-development and post development conditions for all required storms.
- ☐ 13. Provide peak inflow hydrographs for all required storms in pre-development and post development conditions.
- ☐ 14. Use a minimum time to peak for pond inflow in the hydrographs equal to five times the time of concentration selected for the routings in the report.
- ☐ 15. Provide routed outflow hydrographs, storage elevations and required storage volumes for all required storms.
- ☐ 16. Provide two decimal places accuracy, minimum, for all calculated flows, routed flows and required storage elevations.
- ☐ 17. Provide minimum overflow capability for the 25-year storm (routed or unrouted) through the detention facility's outlet control structure and outlet pipe, above the required 100-year storage elevation. Overflow is based on the complete blockage or failure of the outlet control structure control orifices or weirs. Document overflow capacities with the appropriate weir calculations.
- ☐ 18. All inlets and pipes carrying the storm flows to detention must be able to intercept and convey the unrouted 100-year storm flow without surcharges or overflows. Provide pipe charts or other exhibits as necessary to document calculations.
- ☐ 19. All data in the hydrology report, on the plans, profiles and detail drawings must be identical.
- ☐ 20. As of November 15, 2004, the allowable outflow for new construction or redevelopment construction shall be seventy per cent (70%) of the pre-development peak out flow. Allowable outflow adjustments for bypass shall be made based on the reduced predevelopment peak outflow.
- ☐ 21. Other:

Revised 1/2/2004



**City of Atlanta  
Bureau of Buildings**

**APPENDIX 2**

**Checklist for Submission of plans for  
Commercial and Multi Family Alterations & Repairs**

**Applicable Codes:** Standard Building Code (International Building Code), 2000 Edition with Georgia and City of Atlanta amendments

Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards,  
August 21, 2003 (Georgia Safety Fire Law)

National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia Amendments

Standard Gas Code (International Fuel Gas Code), 2000 Edition with Georgia Amendments

Standard Mechanical Code (International Mechanical Code), 2000 Edition with Georgia Amendments

Standard Plumbing Code (International Plumbing Code), 2000 Edition with Georgia Amendments

National Electrical Code, 2002 Edition with Georgia amendments

Georgia Handicapped Accessibility Law 120-3-20

ANSI 17.1 1996 Elevator Code, with 1999 Georgia amendments

International Energy Conservation Code, 2000 Edition with Georgia Amendments

Standard Fire Prevention Code (International Fire Code), 2000 Edition with Georgia amendments

This checklist covers commercial, industrial, & multi-family alterations & repairs with no site work (land disturbance). For projects that require site work, please refer to the *Checklist for Submission of plans for New Commercial & Multi-family Development* for site submittal requirements.

Projects of this type are divided into two categories, based on the size and/or complexity of the project:

**Large Commercial/ Multi-family** projects include all projects where the work area exceeds 3,000 square feet; any project involving Assembly, Educational, Institutional, or Daycare occupancy; any change of occupancy; and all condominium conversions. Projects that must be left for site review will also be designated “**Large**” The commercial coordinator may designate any project, *at their discretion*, as a “**Large**” project. This type of project must be left with the commercial coordinator for plan review assignment.

**Small Commercial/ Multi-family** projects include projects where the work area is less than 3,000 square feet and which ***do not involve*** Assembly, Educational, Institutional, or Daycare occupancy, change of occupancy, or condominium conversion, except as noted above. This type of project can often be reviewed on the same day by signing up for a small commercial plan review.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis.

Fire Department approval is necessary for projects involving Assembly occupancy. Three copies of the appropriate plans must be submitted directly to the Fire department reviewer- please call 404-853-7076 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

Fulton (404-730-1301) or DeKalb (404-508-7900) County Health Department approval is necessary for facilities with food or bar service. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

Georgia Child Care Licensing Agency approval is necessary for projects involving Daycare occupancy. Please call 404-657-5562 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects involving any potential change in sewer flow, such as a change from retail use to a restaurant or any change of occupancy must undergo sewer capacity verification before a building permit can be issued. Accurate data regarding floor areas and occupancy types, existing and new, must be provided to the Department of Watershed Management. Any discrepancies found between the final sewer certification and the plans reviewed by the Bureau of Buildings must be corrected ***before the building permit is issued!***

City ordinance requires that *“All drawings, specifications and accompanying data shall bear the name and address of the designer. In the case of buildings or structures exceeding **one story\*** in height or 5,000 square feet in area and/or costing \$50,000 or more except one and two family dwellings, such designer shall be an architect or engineer legally registered under the laws of this State regulating the practice of architecture or engineering and shall affix an official seal to said drawings, specifications and accompanying data.”* Georgia code additionally requires that a professional seal is required for all *“new or existing assembly occupancies, educational occupancies, health care occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes, and care facilities.”*

\*Per Ga code

***Note: Plans marked “Not Released for Construction”, “preliminary”, “permit only” and the like shall not be accepted for review!***

#### **LARGE COMMERCIAL/ MULTI-FAMILY SUBMISSION REQUIREMENTS:**

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate- see above).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.

3. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
4. Two (2) sets of architectural plans, including structural plans if appropriate

If the plans submitted include mechanical/HVAC, electrical, and/or plumbing plans, add the following:

- One additional set (1) of architectural plans
- Three (3) sets of mechanical/HVAC plans
- Three (3) sets of electrical plans
- Three (3) sets of plumbing plans

If the project involves a change of occupancy, add the following:

- Three (3) copies of plans showing water service with backflow prevention @ meter

#### **SMALL COMMERCIAL/ MULTI-FAMILY SUBMISSION REQUIREMENTS:**

8. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate- see above).
9. All building described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
10. Two (2) sets of architectural plans, including structural plans if appropriate

#### **GENERAL REQUIREMENTS FOR ARCHITECTURAL & STRUCTURAL PLANS**

4. The following minimum code & project information is required on the plans:
  - a. Indicate name, address and phone number of project designer of record (engineer and/or architect)
  - b. Indicate street address (as issued by the Bureau of Buildings) for all buildings or structures of project in title block of each drawing including cover sheet
  - c. List applicable code used
  - d. A brief project description
  - e. Occupancy classification as per NFPA 101
  - f. Type of construction, Table 500
  - g. Sprinklered/Non Sprinklered
  - h. Space or work area in square feet
  - i. Provide drawing index
  - j. Key plan locating space or work areas on the floor or within the larger building
  - k. Floor, suite or space numbers, as appropriate



5. The project plans should also include drawings detailing:
  - a. All proposed demolition work
  - b. All proposed new work
  - c. Compliance with Means of Egress Requirements per NFPA 101
  - d. Compliance with Handicap Accessibility requirements per Georgia Handicapped Accessibility Code
  - e. All new fire protection assemblies, as necessary
  - f. Any new structural changes or repairs
  - g. Compliance with interior finish requirements per NFPA Chapter 10
6. The project plans may also need to include:
  - a. A Life Safety/Exit plan with paths of travel, calculated occupancy loads and exit widths, particularly for larger assembly occupancies
  - b. Calculations to show compliance with plumbing fixture requirements

#### FEES & OTHER PERMITS

1. The Building Permit fee is \$5.00 per \$1,000 of total cost/valuation of work
2. Development Impact fees (when applicable):
  - a. Non-residential- may be required for change of use or increase in gross floor area (such as a new mezzanine or in-fill floor area)
    - i. Calculated based on use and gross area
  - b. Residential- required when there is an increase in the number of living units, or hotel rooms
    - i. Calculated based on new units or rooms
  - c. When there is a change of use, credit is given for the previous use of the existing floor area
3. A separate permit is required by a licensed professional from:
  - a. Electrical (404-330-6180)
  - b. Plumbing (404-330-6170)
  - c. Heating Ventilation and Air Conditioning (404-330-6265)
4. Certificate of Occupancy/Temporary Certificate of Occupancy vary in cost and are issued by the Building Inspection Division (404-330-6160)
5. Sewer Tap Permits are issued by the Department of Watershed Management-Site Development (404-330-6089).
6. Water Meter permits are issued by the Department of Watershed Management-Bureau of Water (404-330-6091)

Source: City of Atlanta, Bureau of Buildings

March, 2005

\_\_\_\_ Review<sup>2</sup>

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section**

**Plan Review Comments**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.

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<sup>2</sup> Revised 12/30/04

- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect, or architect. Land-disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

#### **Sanitary Sewer Construction**

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connections. Permits for new connections may be obtained from the Site Development Section, Department of Watershed Management.
- ☐ 9. A manhole is required on all sanitary sewer lines eight (8) inches in diameter and larger at the end of each line, at changes in grade, changes in pipe size, changes in alignment and at all intersections.
- ☐ 10. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 11. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 12. A City of Atlanta standard cleanout, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 13. Profile drawings are required for sanitary sewers eight (8) inches in diameter and larger. The profile drawings shall show the top elevations for all manholes and invert elevations and slopes for all pipes. The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Manhole inverts shall be designed to provide fall across the manholes.
- ☐ 14. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile drawings
- ☐ 15. All sanitary sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.

- ☐ 16. Ductile iron pipe (DIP) or vitrified clay pipe (VCP) are required pipe materials for sanitary sewers which will be dedicated to the City of Atlanta. Polyvinyl chloride pipe (PVC) (SDR 35 or better) may be used for private sanitary sewer mains.
- ☐ 17. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 18. Inside drop manholes with drops exceeding two (2) feet are not permitted. Outside drop manholes are required for drops exceeding two (2) feet.
- ☐ 19. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 20. The minimum cover requirements for sanitary sewer pipes are as follows: three (3) feet of cover in non-vehicular traffic areas and six (6) feet of cover in vehicular traffic areas.

#### **Storm Sewer Construction**

- ☐ 21. Structures are required in all storm sewer lines twelve (12) inches in diameter and larger at the end of each line, at any change in grade, change in pipe size, any change in alignment and at all intersections.
- ☐ 22. Profile drawings are required for all storm sewer pipes twelve (12) inches in diameter and larger. The profile drawing shall show the top elevation of all structures, invert elevations and slopes proposed for all pipes as well as type of storm sewer structure proposed (manhole, catch basin, drop inlet, etc.). The profile drawings shall show the locations of any underground utilities or other features that may affect construction or future maintenance. Inverts in storm sewer structures shall be designed to provide fall across the structure.
- ☐ 23. Some numbering and/or lettering system shall be used to distinguish the structures on the grading plan and the profile for adequate identification.
- ☐ 24. All storm sewer structures shall conform to the City of Atlanta Standard Details; details shall be shown as part of the plans.

- ☐ 25. The minimum size for storm sewer pipes is twelve (12) inches in diameter. In general, storm sewer pipes shall be sized to carry a twenty-five (25) year storm flow minimum. Storm sewer pipes that carry run-off to a storm water detention facility shall be sized to carry the one hundred (100) year storm flow.
- ☐ 26. The minimum cover requirements for storm sewer pipes are as follows: two (2) feet of cover in non- vehicular traffic areas and three (3) feet of cover in vehicular traffic areas.
- ☐ 27. Reinforced concrete pipe (RCP) and ductile iron pipe (DIP) are required materials for storm sewer pipes. Trussed-ribbed, smooth bore polyvinyl chloride pipe (PVC) may be used, on a case-by-case basis, for private storm sewers (on private property, not in the public right of way) and shall be limited to a maximum pipe size of eighteen (18) inches in diameter. Corrugated metal pipe (CMP) is not permitted (exception: storm water detention facilities where run-off is “backed-up” into the pipe for storage).
- ☐ 28. Building over storm sewers is not permitted (See number 19 in the sanitary sewer construction section of checklist).
- ☐ 29. Due to the scouring effect, proposed drops in storm sewer pipes shall be limited to a distance not to exceed one (1) pipe diameter (e.g. the structure has a 15” incoming pipe and a 15” out going pipe; the maximum drop in the structure is 30” invert to invert).
- ☐ 30. The maximum discharge velocity for storm sewer outlet pipes shall not exceed ten feet per second (10fps) based on Manning’s Equation.
- ☐ 31. A hydrology report showing the 2, 10, 25, 50 and 100- year storm flows is required. No increase in the storm water run-off rate, as compared to predevelopment, or existing conditions, is permitted. Design the storm water management system to maintain the proposed storm water run-off rates at or below pre-construction rates. Provide calculations demonstrating that each of the storms is being controlled. Detention, if required, shall be for the one hundred (100) year storm. Off-site run-off, if any, must be considered and accounted for. See the hydrology study review checklist at the end of this checklist.
- ☐ 32. Note the detention facility’s one hundred (100) year water surface elevation and the one hundred (100) year storage volume on the grading plan near the detention facility. In “combined sewer” areas, additional storage volume equal to that generated by a 1-year, 6- hour storm is required in detention.

- ☐ 33. Discharge points from storm sewer systems shall be located ten (10) feet minimum from property lines and shall be directed to an acceptable outlet point (e.g. creeks, streams, rivers, swales or existing storm drain systems). In addition, outlet points shall be located so as not to cause ponding of water or increased erosion problems.
- ☐ 34. Provide a detail for the detention facility's outlet control structure on the plans and in the hydrology report. Control weirs or orifices in curbs or walls alone are not permitted. Overflows over curbs or walls are not permitted. The outlet control structure shall be designed as a structure with manhole access for maintenance and the capability to accept and convey the twenty-five (25) year storm flow (routed or unrouted) as overflow when the control weir or orifice is blocked. The use of metal plates or inlet grates as control devices is not permitted.
- ☐ 35. A Professional Engineer's Statement form, which can be obtained from the Site Development Section, shall accompany the hydrology report when submitted for review.
- ☐ 36. The one hundred (100) year contour and elevation(s) must be delineated on any site plan involving the one hundred (100) year flood hazard area. Building construction in the one hundred (100) year hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, locate the limits of the one hundred (100) year floodway on the plans.
- ☐ 37. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

#### **Work In The Public Right-of- Way**

- ☐ 38. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the

policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.

- ☐ 39. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans. The back of the sidewalk shall be shown at the property line
- ☐ 40. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans. The back of the driveway apron shall be shown at the property line.
- ☐ 41. The vertical alignment for proposed streets to be dedicated to the City of Atlanta are as follows: four percent (4%) per one hundred feet (100') is the maximum rate of change of grade for streets with right-of way widths of forty feet (40') or more; for streets with a right-of-way width of thirty two feet (32'), the maximum rate of change is six percent (6%) per one hundred feet (100'). All vertical curves shall be symmetrical.
- ☐ 42. The pavement section for proposed streets to be dedicated to the City of Atlanta shall conform to the City of Atlanta Standard Detail, which shall be shown on the plans.

**Documents and Fees Required Prior to Site Development Section Sign-off**

- ☐ 43. An Indemnity Agreement is required for sites that will have storm water detention facilities. The agreement consists of a completed agreement form (which can be obtained from the Site Development Section), a written legal description of the property parcel on which the storm water detention facility is located, a photocopy of the proposed storm water detention facility as shown on the grading plan for the project and a photocopy of the storm water detention facility's outlet control structure detail from the project's plan or hydrology report as exhibits. All exhibits shall be on eight and one half inch by eleven inch (8 1/2" x 11") sheets. The completed agreement shall be signed by the owner of the property, the exhibits attached and the entire package shall be filed for recording in the clerk's office either the Fulton County or DeKalb County court as appropriate. The original recorded document shall be presented to the Site Development Section.

- ❑ 44. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ❑ 45. 3 Year Maintenance Bond Is Required. A three (3) year maintenance bond is required for proposed sewers and streets that will be dedicated to the City of Atlanta. All bonds shall be submitted to the Site Development Section prior to final acceptance of the project. Bond form may be obtained from the Site Development Section.
- ❑ 46. Erosion Control Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is one thousand dollars (\$1000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a minimum bond of one thousand dollars (\$1000) is required. For proposals with building permit applications dated November 15, 2004 or later, the bond amounts are increased to \$3000 per disturbed acre. In addition, a Forty dollar (\$40.00) fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) fees will be required prior to Site Development sign-off.
- ❑ 47. Pipe inspection fees are required. The fees are as follows:
  - Storm pipes 12" and larger: \$0.25 per linear foot
  - Sanitary pipes 8" and larger: \$1.00 per linear foot
  - All structures (except sanitary sewer connections): \$5.00 each
- ❑ 48. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:
  - Driveway and Sidewalk inspections: \$2.50 per linear foot
  - Land Disturbance:
    - Site inspection – Single Family Construction: \$130.00 per lot
    - Site inspection – Commercial Construction: \$830.00 per site
    - Plan Review – Single Family Construction: \$100.00 per plan
    - Plan Review – Commercial Construction: \$550.00 per plan
  - Inspection of privately constructed sanitary sewer connections:
    - Single Family Construction: \$250.00 each



*Construction other than Single Family:  
\$50.00 per connection and \$1.00 per linear foot  
for sanitary sewer pipes 8" and larger.*

- ☐ 49. Sewer Capacity Certification Fees:  
Flat rate for Single Family Construction or Commercial Construction less than 2500 gallons per day (gpd): \$600.00  
Flat rate for Commercial or Residential Construction with flows of 2500 gallons per day (gpd) or greater: \$1500.00  
Capacity Certification analyses (upon a request by the applicant): \$2245.00  
(additional charges for modeling, site visits, and alternative analysis, if requested, will vary depending on the nature of the request).
  
- ☐ 50. Subdivision Development Fees are as follows:

Plan review:	\$50.00 per lot
Curb and gutter installation:	\$0.50 per linear foot
Street Paving:	\$2.00 per square yard
Land Disturbance:	
Site Inspection:	\$130.00 per lot
Plan Review:	\$100.00 per lot
  
- ☐ 51. The following note shall appear on the plan cover in **BOLD** outline:  
"Prior to Land-Disturbing Construction, the Contractor shall schedule a pre-construction meeting with the area Erosion Control/Site Development Inspector". Call (404) 330-6990 to contact the inspector.
  
- ☐ 52. Erosion and Sediment Control Plan Requirements
  - ☐ A. A "phased" erosion and sediment control plan is required (initial, intermediate, and final phases).
  - ☐ B. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.
  - ☐ C. Adjacent Areas - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.

- ☐ **D. Location of Erosion and Sediment Control Practices:** Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, show the proposed locations for all proposed best management practices, practices may include, but are not limited to:
- 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

***Notes, Narratives and other information to be shown on the Erosion Control Plan:***

- ☐ **E.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **F.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **G. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **H. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".
- ☐ **I. Note:** "Silt fence shall meet the requirements of Section 171-temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced".

- ☐ **J. Maintenance Statement:** “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ **K. Statement:** “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ **L.** The name, address, and phone number of the developer shall be shown on the erosion and sediment control plans.
- ☐ **M. Activity Schedule:** Show the anticipated start and completion dates for the project as well as the sequence of events for all activities, including, but not limited to:
  - A. Installation of erosion and sediment control measures
  - B. Clearing, grubbing and grading operations
  - C. Grassing- show temporary grassing at 14 day intervals and permanent grassing at 30 day intervals
  - D. Paving
  - E. Building Construction
  - F. Final landscaping, grassing, site clean-up, cleaning of storm drains, etc.
  - G. Disposition of temporary erosion and sediment control measures
- ☐ **N. Vegetative Plan** - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ **O. Detail Drawings** - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia.
- ☐ **P.** Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:
  - 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta 75 ft. buffer limits

- 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

**(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)**

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.
- ☐ Q. List soil series and types of the project area impacted by land-disturbing activities.
  - ☐ R. Provide documentation of payment of all ad valorem taxes due or owed on the project parcels.
  - ☐ 53. Other: In final form four (4) sets of plans are required for Department approval. See the plan marked “Site Development\_\_\_\_\_” for additional comments. Return the marked plans and hydrology report (if applicable) with the revised plans. For information on how to obtain the Manual for Erosion and Sediment Control in Georgia, call the Georgia Soil and Water Conservation Service at 770-761-3020.



## APPENDIX 3

### City of Atlanta Bureau of Buildings

#### Checklist for Submission of plans for New One and Two Family Residences

*The City of Atlanta is enforcing the CABO One and Two Family Dwelling Code, 2000 Edition, as amended.*

##### I. GENERAL REQUIREMENTS

- a. Four *separate* Site Plans including one tree inventory/removal/replacement plan ( *2 photo's are necessary if no trees are to be disturbed*)
- b. Two complete sets of Architectural/Structural plans (*plans must be on porous paper*)
- c. Plans must be released for construction
- d. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

##### II. SITE PLAN

- a. Must be sealed by a Georgia Registered Land Surveyor
- b. Must show location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.
  - i. Indicate lot coverage\*
  - ii. Indicate floor area ratio\*\*
  - iii. Show parking
  - iv. Show dimensions of all setbacks (such as 7' from the property line to the house)
  - v. Finish floor elevation on footprint of house
  - vi. Indicate any existing easements and their dimensions
- c. Must show erosion and sedimentation control devices:
  - i. Silt fence
  - ii. Construction exit
  - iii. Provide an appropriate soil and erosion control plan showing all required best management practices.
  - iv. Show area of total site and disturbed acreage in acres.

- d. Grading Plan
  - i. Show existing and proposed ground contours
  - ii. List separately both cut and fill earth quantities in cubic yards
- e. Sanitary Sewer Connection
  - i. Locate on site plan
  - ii. Show clean-out at property line
  - iii. Show location and size of existing City of Atlanta public sanitary sewer to be tied into on site plan.
- f. Tree Ordinance Compliance
  - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie) four (4) foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees)
  - ii. If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved. *Call City Arborist at 404-330-6874 for further information.*
  - iii. If no trees are to be disturbed provide two (2) *different* photos of the site.

### III. CONSTRUCTION DETAILS

- a. Where independent electrical services are installed in one and two family dwellings, such installation must comply with the National Electrical Code.  
*Note: Two hour walls properly constructed in accordance with the Standard Building Code is deemed to establish separate buildings.*
- b. Foundation Plan
  - i. Footing and turndown slab
- c. Floor Plans
  - i. Show width of stairs, height of riser, tread depth and handrails
  - ii. Show thickness of walls
  - iii. Show window and door sizes
  - iv. Show room names (such as master bedroom, bathroom, closets, etc.)
- d. Roof Plan
- e. Elevations
  - i. All four elevations for new dwellings (necessary for average height calculation)
  - ii. Show all openings and wall finish
- f. Structural Details
  - i. Show a Typical Wall Section detail including foundation through roof.
  - ii. Show floor framing plans for each level, ceiling and roof framing plan
  - iii. Show egress components-stair(s) or ramp(s).

- iv. Specify size and type of structural components
  - 1. Girders, Beams, Headers, Joists and Rafters
  - 2. Columns
  - 3. Trusses

*Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance.*

- v. Plan Reviewer may require additional structural detail.
- g. Modular Structures
  - i. Georgia State Department of Community Affairs (404-656-3836) seal of approval is required.
  - ii. Foundation plan and details
  - iii. Follow applicable Construction Detail steps a-c and e, as previously described.
- h. Deck Detail\*\*\*
  - i. Floor Plan
  - ii. Size and type of structural components: Girders; Beams; Columns/Posts
  - iii. Column/Post foundation
  - iv. Column/Post structural connections with footing and beam/girders
  - v. Deck attachment detail to main structure
  - vi. Stairs or ramps
  - vii. Handrail/guardrail detail with attachment to floor
- i. Accessory Structures\*\*\* (detached garages; storage space; pool house, etc)
  - i. Follow applicable Construction Detail steps as previously described.
  - ii. Accessory structures may not exceed:
    - 1. 20 feet in height
    - 2. 30% of the total floor area of the main structure
    - 3. more than 1/3 of the rear yard
- j. Earth Supporting Structures\*\*\*
  - i. Retaining Wall(s) less than 10 feet in height may be approved utilizing designs from recognized engineering publications.
  - ii. Retaining Wall(s) greater than 10 feet in height must be designed by a Professional Engineer.

#### IV. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact Fees:
  - i. \$1,544 North
  - ii. \$1,380 South or West
  - iii. Redevelopment and/or Change of Use adjustments may apply.

*Note: Affordable House Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available – Call Bureau of Planning at 404-330-6145 for eligibility.*

- c. A separate permit is required by licensed professional from:
  - i. Electrical (404-330-6180)
  - ii. Plumbing (404-330-6170)
  - iii. HVAC (404-330-6265)
- d. Sewer Tap Permits\*\*\*and “Pay as you Enter” fees are issued by Department of Watershed Management-Site Development (404-330-6089)
- e. Water Tap Permits\*\*\*are issued by Department of Watershed Management-Bureau of Water (404-330-6091)

#### Miscellaneous Information

**\*Lot Coverage:** A percentage factor which, when multiplied by the total area of any lot with the R-1 through R-5 districts, established the total area of impervious surface which shall include the footprint of the main structure, driveways, turnarounds, parking spaces and all structures including patios, decks, tennis courts, swimming pools and similar structures. (Maximums R-1/25%, R-2&2A/35%, R-3/40%, R-3A/45%, R-4&4A/50%, R-4B/n/a, R-5/50%) *For more information contact Zoning Enforcement at 404-330-6175.*

**\*\*Floor area ratio:** A number which, when multiplied by the total area of any lot within the R-1 through R-5 districts, establishes the total amount of gross heated floor space which may be built on that lot, excluding basement space, attic space (whether finished or unfinished), garage space and space contained within any accessory structure.

[Maximums R-1/.25, R-2/.30, R-2A/.35, R-3A/.45, R-4/.50, R-4A&4B/n/a, R-5/See section 16-07.007(5)] *For more information contact Zoning Enforcement at 404-330-6175.*

**\*\*\*If applicable**

Source: City of Atlanta, Bureau of Buildings

March, 2005



Log No. \_\_\_\_\_

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section  
Plan Comments For Residential Development**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.

- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect or architect. Land – disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.
- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connection. Permits for new Connections may be obtained in the Site Development Section, Department of Watershed Management.
- ☐ 9. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 10. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 11. A City of Atlanta standard clean-out, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 12. All sanitary sewer structures shall conform to the City of Atlanta Standard Details, which shall be shown as part of the plans.
- ☐ 13. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 14. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 15. The limits of the one hundred year flood and the one hundred (100) year flood hazard elevation(s) must be delineated on any site plan involving a FEMA flood hazard area. Building construction in the one hundred (100) year flood hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, show the one hundred (100) year floodway limits on the plans.

- ❑ 16. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

#### **Work In The Public Right-of- Way**

- ❑ 17. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.
- ❑ 18. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans.
- ❑ 19. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans.
- ❑ 20. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ❑ 21. Erosion Control Performance Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is Three Thousand dollars (\$3000) per disturbed acre for sites with disturbed areas larger than

one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a minimum bond of three thousand dollars (\$3000) is required. In addition, a Forty dollar (\$40.00) Fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) Fees will be required prior to Site Development sign – off.

- ☐ 22. Pipe inspection fees are required. The fees are as follows:

Storm pipes 12” and larger: \$0.25 per linear foot

Sanitary pipes 8” and larger: \$1.00 per linear foot

All structures (except connections): \$5.00 each

- ☐ 23. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:

Driveway and sidewalk inspections: \$2.50 per linear foot

Land Disturbance:

Site inspection - Single Family Construction: \$130.00 per site

Site inspection – Commercial Construction: \$830.00 per site

Plan Review – Single Family Construction: \$100.00 per plan

Plan Review – Commercial Construction: \$550.00 per plan

Inspection of privately constructed sewer connections:

Single Family Construction: \$250.00 each

Construction other than Single Family: \$ 50.00 per connection and \$1.00 per linear foot for sanitary sewer pipes 8” and larger.

- ☐ 24. Sewer Capacity Certification Fees:

Flat rate for Single Family Construction and Commercial Construction with flows of less than 2500 gallons per day (gpd):  
\$600.00

Flat rate for Commercial or Residential Construction with flows of 2500 gallons per day (gpd) or greater: \$1500.00

Additional fees for permits in capacity limited basins requiring Capacity Certification analyses: (upon a request by the applicant):  
\$2245.00 (additional charges for modeling, site visits, and alternative analysis if requested will vary depending on the nature of the request).

- ☐ 25. Erosion and Sediment Control Plan Requirements:

- ☐ A. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.

- ☐ **B. Adjacent Areas** - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.
- ☐ **C. Location of Erosion and Sediment Control Practices**: Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, practices may include, but are not limited to:
  - 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_

*Notes, Narratives and other information to be shown on the Erosion Control Plan:*

- ☐ **D.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **E.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **F. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **G. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".

- ☐ H. Note: “Silt fence shall meet the requirements of Section 171-temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced”.
- ☐ H. Maintenance Statement: “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ I. Statement: “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ J. The name, address, and phone number of the developer shall be shown on the erosion and sediment control plan:
- ☐ K. Vegetative Plan - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ I. Detail Drawings - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia. (See # 25 C)
- ☐ P. Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:
  - 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta required 75 buffer limit.
  - 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

**(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)**

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.

- ❑ **26. Other:** In final form two (2) sets of plans are required for Site Development approval. See the marked plan attached for additional comments. Return the marked plans and this comment list with the revised plans

APPENDIX 4



**City of Atlanta  
Bureau of Buildings**

**Checklist for Submission of plans for  
Additions to One and Two Family Residences  
Accessory Buildings and Site Improvements**

*The City of Atlanta is enforcing the CABO One and Two Family Dwelling Code 2000 Edition, as amended.*

**II. GENERAL REQUIREMENTS**

- a. Four ***separate*** Site Plans including one tree inventory/removal/replacement plan ( *2 photo's are necessary if no trees are to be disturbed*)
- b. Two complete sets of Architectural/Structural plans (*plans must be on porous paper*)
- c. Plans must be released for construction
- d. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

**III. SITE PLAN**

- f. Must show and clearly identify the location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.)
- g. A recent survey may be required for additions, accessory buildings, driveways and site improvements. (A survey sealed by a Georgia Registered Land Surveyor may be required)
- h. All additions and other proposed site improvements must be identified.
  - i. Indicate lot coverage\*
  - ii. Indicate floor area ratio\*\*
  - iii. Show parking
  - iv. Show dimensions of all setbacks (such as 7' from the property line to the house)
  - v. Indicate any existing 100-year flood plan limits, elevations, any "water of the state" limits, any drainage course or swales, any wetlands, etc.
  - vi. Indicate any existing easements and their dimensions



- i. Must show erosion and sedimentation control devices:
  - i. Silt fence
  - ii. Construction exit
  - iii. Provide an appropriate soil and erosion control plan showing all required best management practices.
- j. Grading Plan
  - i. Show existing and proposed ground contours
  - ii. List separately both cut and fill earth quantities in cubic yards
- k. Tree Ordinance Compliance
  - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie) four (4) foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees)
  - ii. If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved. *Call City Arborist at 404-330-6874 for further information.*
  - iii. If no trees are to be disturbed provide two (2) *different* photos of the site.

#### IV. CONSTRUCTION DETAILS

- a. Floor Plans
  - i. For additions show at least the floor plan of the addition and the floor plan of the part of the house to which it is attached as well as:
  - ii. Show window and door sizes
  - iii. Show thickness of walls
  - iv. Show room names (such as master bedroom, bathroom, closet, etc.)
  - v. Show width of stairs, height of riser/tread, handrails and detail.\*\*\*
  - vi. Show finished ceiling height
- b. Structural Details
  - i. Show a Typical Wall Section detail including foundation through roof.  
*Note: The following may be required based on the size and complexity of the proposed construction.*
  - ii. Specify size and type of new structural components
    - 1. Girders, Beams, Headers, Joists and Rafters
    - 2. Columns
    - 3. Trusses (vendor specifications required)
    - 4. Interior Footing and Foundations
  - iii. Show egress components-stair & ramp\*\*\*
  - iv. Show floor framing plans for each level; ceiling and roof framing plan\*\*\*  
*Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance from manufacturer.*

- c. Elevations
  - i. Two elevations, minimum for additions.
  - ii. Show all openings and wall finish
  - iii. Plan Reviewer may require additional structural detail.
- d. Foundation Plan
  - i. Footing and turndown slab
- e. Roof Plan
  - i. Show all framing members (with reinforcing call-outs), rafters, sizes for beams and headers.
- f. Deck Detail\*\*\*
  - i. Floor Plan
  - ii. Size and type of structural components: Girders; Beams; Columns/Posts
  - iii. Column/Post foundation
  - iv. Column/Post structural connections with footing and beam/girders
  - v. Deck attachment detail to main structure
  - vi. Exist stairs or ramps
  - vii. Handrail/guardrail detail with attachment to floor
- g. Accessory Structures\*\*\* (detached garages; storage space; pool house, etc)
  - i. Follow applicable Construction Detail steps as previously described.
  - ii. Accessory structures may not exceed:
    - 1. 20 feet in height
    - 2. 30% of the total floor area of the main structure
    - 3. more than 1/3 of the rear yard
- h. Earth Supporting Structures\*\*\*
  - i. Retaining Wall(s) less than 10 feet in height may be approved utilizing designs from recognized engineering publications.
  - ii. Retaining Wall(s) greater than 10 feet in height must be designed by a Professional Engineer.

V. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact fees are only applicable for a change in number of living units.
  - i. Redevelopment and/or Change of Use adjustments may apply.  
*Note: affordable Housing Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available-Call Bureau of Planning at 404-330-6145 for eligibility.*
- c. A separate permit is required by a licensed professional from:
  - i. Electrical\*\*\*(404-330-6180)
  - ii. HVAC\*\*\*(404-330-6264)
  - iii. Plumbing\*\*\*(404-330-6170)
- b. Sewer Tap Permits\*\*\* and “Pay as you Enter” \*\*\* are issued by the Department of Watershed Management (404-330-6089).

- c. Water Tap Permits\*\*\* are issued by Department of Watershed Management (404-330-6091)

\*\*\***If applicable**

Source: City of Atlanta, Bureau of Buildings

March, 2005

Log No. \_\_\_\_\_

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section  
Plan Comments For Residential Development**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.
- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect or architect. Land –

disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connection. Permits for new Connections may be obtained in the Site Development Section, Department of Watershed Management.
- ☐ 9. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 10. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 11. A City of Atlanta standard clean-out, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 12. All sanitary sewer structures shall conform to the City of Atlanta Standard Details, which shall be shown as part of the plans.
- ☐ 13. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 14. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 15. The limits of the one hundred year flood and the one hundred (100) year flood hazard elevation(s) must be delineated on any site plan involving a FEMA flood hazard area. Building construction in the one hundred (100) year flood hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, show the one hundred (100) year floodway limits on the plans.
- ☐ 16. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream

must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

### Work In The Public Right-of- Way

- ☐ 17. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.
- ☐ 18. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans.
- ☐ 19. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans.
- ☐ 20. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ☐ 21. Erosion Control Performance Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is Three Thousand dollars (\$3000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a

minimum bond of three thousand dollars (\$3000) is required. In addition, a Forty dollar (\$40.00) Fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) Fees will be required prior to Site Development sign – off.

- ☐ 22. Pipe inspection fees are required. The fees are as follows:

Storm pipes 12" and larger: \$0.25 per linear foot

Sanitary pipes 8" and larger: \$1.00 per linear foot

All structures (except connections): \$5.00 each

- ☐ 23. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:

Driveway and sidewalk inspections: \$2.50 per linear foot

Land Disturbance:

Site inspection - Single Family Construction: \$130.00 per site

Site inspection – Commercial Construction: \$830.00 per site

Plan Review – Single Family Construction: \$100.00 per plan

Plan Review – Commercial Construction: \$550.00 per plan

Inspection of privately constructed sewer connections:

Single Family Construction: \$250.00 each

Construction other than Single Family: \$  
50.00 per connection and \$1.00 per linear foot for  
sanitary sewer pipes 8" and larger.

- ☐ 24. Sewer Capacity Certification Fees:

Flat rate for Single Family Construction and Commercial  
Construction with flows of less than 2500 gallons per day (gpd):  
\$600.00

Flat rate for Commercial or Residential Construction with flows of  
2500 gallons per day (gpd) or greater: \$1500.00

Additional fees for permits in capacity limited basins requiring  
Capacity Certification analyses: (upon a request by the applicant):  
\$2245.00 (additional charges for modeling, site visits, and  
alternative analysis if requested will vary depending on the nature  
of the request).

- ☐ 25. Erosion and Sediment Control Plan Requirements:

- ☐ A. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.

- ☐ B. Adjacent Areas - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.

- ☐ **C. Location of Erosion and Sediment Control Practices:** Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, practices may include, but are not limited to:

- 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_
- 
- 

*Notes, Narratives and other information to be shown on the Erosion Control Plan:*

- ☐ **D.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **E.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **F. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **G. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".
- ☐ **H. Note:** "Silt fence shall meet the requirements of Section 171-temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced".



- ☐ H. Maintenance Statement: “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ I. Statement: “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ J. The name, address, and phone number of the developer shall be shown on the erosion and sediment control plan:
- ☐ K. Vegetative Plan - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ L. Detail Drawings - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia. (See # 25 C)
- ☐ P. Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:
  - 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta required 75 buffer limit.
  - 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

**(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)**

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.
- ☐ 26. Other: In final form two (2) sets of plans are required for Site Development approval. See the marked plan attached for additional comments. Return the marked plans and this comment list with the revised plans



## City of Atlanta Bureau of Buildings

### Checklist for Submission of plans for Alterations and Repairs to One and Two Family Residences

*The City of Atlanta is enforcing the CABO One and Two Family Dwelling Code, 2000 Edition, as amended.*

#### I. GENERAL REQUIREMENTS

- d. Two complete sets of construction plans (*plans must be on porous paper*)
- e. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. (*Single line drawings will not be accepted*).
- f. A site plan is not required for interior only alterations that do not increase the number of living units.
- g. For projects requiring site modifications, see “Checklist for Submission of plans for Additions to One and Two Family Residences, Accessory Structures and Site Improvements”.
- h. For projects involving exterior alterations (such as 2<sup>nd</sup> story additions, changing roof structure, new cantilevers) with no site work or conversions of single family residence to a duplex, a recent survey sealed by a Georgia Registered Land Surveyor will be required.

#### II. CONSTRUCTION DETAILS

- a. Floor Plans
  - i. Show thickness of walls
  - ii. Show window and door sizes
  - iii. Show room names (such as master bedroom, bathroom, closet, etc.)
  - iv. Show width of stairs, height of riser, tread depth and handrails.\*\*\*
  - v. Show finished ceiling height for projects where new living space is being created in previously unfinished space (such as attic, basement, etc.)
- b. Structural Details are required when removing, adding or modifying building structure components.
  - i. Specify size and type of new structural components
    - 1. Girders, Beams, Headers, Joists and Rafters
    - 2. Columns
    - 3. Trusses (vendor specifications required)
    - 4. Interior Footing and Foundations
  - ii. Show egress components-stair(s) or ramp(s)\*\*\*

- iii. Show floor framing plans for each level; ceiling and roof framing plan\*\*\*
- iv. Show appropriate section details(may be required by Plan Reviewer).\*\*\*

*Note: If using pre-engineered building structural components, submit technical specification for verification of code compliance from manufacture.*

### III. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact fees are only applicable for a change in number of living units.
  - i. Redevelopment and/or Change of Use adjustments may apply.  
*Note: affordable Housing Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available-Call Bureau of Planning at 404-330-6145 for eligibility.*
- c. A separate permit is required by a licensed professional from:
  - i. Electrical\*\*\*(404-330-6180)
  - ii. HVAC\*\*\*(404-330-6264)
  - iii. Plumbing\*\*\*(404-330-6170)
- d. Sewer Tap Permits\*\*\* and “Pay as you Enter” fees\*\*\* are issued by The Department of Watershed Management-Site Development (404-330-6089).
- e. Water Tap Permits\*\*\* are issued by The Department of Watershed Management – Bureau of Water (404-330-6091)

\*\*\***If applicable**

Source: City of Atlanta, Bureau of Buildings  
February, 2005

Log No. \_\_\_\_\_

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section  
Plan Comments For Residential Development**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.
- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect or architect. Land –

disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connection. Permits for new Connections may be obtained in the Site Development Section, Department of Watershed Management.
- ☐ 9. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 10. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 11. A City of Atlanta standard clean-out, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 12. All sanitary sewer structures shall conform to the City of Atlanta Standard Details, which shall be shown as part of the plans.
- ☐ 13. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
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- ☐ 15. The limits of the one hundred year flood and the one hundred (100) year flood hazard elevation(s) must be delineated on any site plan involving a FEMA flood hazard area. Building construction in the one hundred (100) year flood hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, show the one hundred (100) year floodway limits on the plans.
- ☐ 16. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year

high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

#### **Work In The Public Right-of- Way**

- ☐ 17. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.
- ☐ 18. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans.
- ☐ 19. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans.
- ☐ 20. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ☐ 21. **Erosion Control Performance Bond and NPDES Fees Required.** The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is Three Thousand dollars (\$3000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a

minimum bond of three thousand dollars (\$3000) is required. In addition, a Forty dollar (\$40.00) Fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) Fees will be required prior to Site Development sign – off.

- ☐ 22. Pipe inspection fees are required. The fees are as follows:

Storm pipes 12” and larger: \$0.25 per linear foot  
Sanitary pipes 8” and larger: \$1.00 per linear foot  
All structures (except connections): \$5.00 each

- ☐ 23. Site Development Fees: The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:

Driveway and sidewalk inspections: \$2.50 per linear foot

Land Disturbance:

Site inspection - Single Family Construction: \$130.00 per site  
Site inspection – Commercial Construction: \$830.00 per site  
Plan Review – Single Family Construction: \$100.00 per plan  
Plan Review – Commercial Construction: \$550.00 per plan

Inspection of privately constructed sewer connections:

Single Family Construction: \$250.00 each  
Construction other than Single Family: \$  
50.00 per connection and \$1.00 per linear foot for  
sanitary sewer pipes 8” and larger.

- ☐ 24. Sewer Capacity Certification Fees:

Flat rate for Single Family Construction and Commercial  
Construction with flows of less than 2500 gallons per day (gpd):  
\$600.00

Flat rate for Commercial or Residential Construction with flows of  
2500 gallons per day (gpd) or greater: \$1500.00

Additional fees for permits in capacity limited basins requiring  
Capacity Certification analyses: (upon a request by the applicant):  
\$2245.00 (additional charges for modeling, site visits, and  
alternative analysis if requested will vary depending on the nature  
of the request).

- ☐ 25. Erosion and Sediment Control Plan Requirements:

- ☐ A. A vicinity map is required- A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.

- ☐ **B. Adjacent Areas** - Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.
- ☐ **C. Location of Erosion and Sediment Control Practices**: Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, practices may include, but are not limited to:
  - 1. Construction Exit
  - 2. Sediment Barrier
  - 3. Sediment Basin
  - 4. Sediment Basin Baffling
  - 5. Storm Drain Outlet Protection
  - 6. Storm Drain Inlet Protection
  - 7. Stone Check Dams
  - 8. Detention Pond Retrofitting
  - 9. Diversions
  - 10. Down Drains
  - 11. Matting and Blankets
  - 12. Disturbed Area Stabilization
  - 13. Other: \_\_\_\_\_

*Notes, Narratives and other information to be shown on the Erosion Control Plan:*

- ☐ **D.** Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ **E.** The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ **F. Note:** "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ **G. Note:** "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".



- ☐ H. Note: “Silt fence shall meet the requirements of Section 171-temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced”.
- ☐ H. Maintenance Statement: “Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor”.
- ☐ I. Statement: “Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection”.
- ☐ J. The name, address, and phone number of the developer shall be shown on the erosion and sediment control plan:
- ☐ K. Vegetative Plan - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ I. Detail Drawings - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia. (See # 25 C)
- ☐ P. Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:
  - 1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta required 75 buffer limit.
  - 2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).

**(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)**

- 3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.

- ❑ **26. Other:** In final form two (2) sets of plans are required for Site Development approval. See the marked plan attached for additional comments. Return the marked plans and this comment list with the revised plans



## APPENDIX 6

### City of Atlanta Bureau of Buildings

#### Checklist for Submission of plans for Sign Permits

*The City of Atlanta is enforcing the 1982 Atlanta Zoning Ordinance, Part 16 of the Code of Ordinances, as amended. See Part 16, Chapter 28A of the Atlanta Zoning Ordinance for sign regulations\*.*

**EFFECTIVE OCTOBER 30, 2003**

#### V. GENERAL REQUIREMENTS

- a. Two copies of plans as provided below.
- b. Site Plans for new freestanding signs.
- c. Sign rendering (artistic version or interpretation of sign) for all signs
- d. Building elevations for wall signs
- e. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

#### VI. ADDITIONAL REQUIREMENTS

The following material may be required if applicable:

- a. Survey sealed by a Georgia Registered Land Surveyor for free new freestanding signs.
- b. UL number on electrical signs.
- c. Insurance Policy on signs in the Right of Way
- d. Special Administrative Permit – Bureau of Planning
- e. Airport Approval for signs at the airport only – Department of Aviation
- f. Urban Design Approval for signs in historical, preservation districts and on public owned properties.
- g. Planning Approval for variances or special uses – Bureau of Planning
- h. Traffic & Transportation for free standing signs– Department of Public Works
- i. Underground Atlanta for signs at Underground
- j. Greenbriar Mall for signs at Greenbriar Mall.

- k. Any information the City of Atlanta, Bureau of Buildings, Zoning Enforcement Division needs for sign review analysis.

VII. Submission of Applications

- a. Application must be submitted to the Bureau of Buildings, Zoning Enforcement Division (404-330-6175) located at City Hall South, 55 Trinity Avenue, Suite 3900, Atlanta, Georgia 30331 between 8:15 a.m. and 2:30 p.m. on Monday, Wednesday, Thursday and Friday. (The Division is closed to the public on Tuesday).
- b. Application must be complete with all required material to be accepted.
- c. Addresses must be verified.
- d. Approval or Denial of the sign application must be made within 30 days.
- e. Applicant will be notified of the status of the application.
- f. All permits must be picked up from the Zoning Enforcement Division so they can be signed and paid by the Applicant.
- g. All signs erected/changed must be comply with the City of Atlanta Zoning Ordinance regulations.
- h. Any appeals to the approval or denial of a sign application should be submitted to the Board of Zoning Adjustment, Bureau of Planning (404-330-6145) located at City Hall South, 55 Trinity Ave., SW, Suite 3350.

\*The City of Atlanta Zoning Ordinance can be accessed through the City web site at <http://livepublish.municode.com/LivePublish/newonlinecodes.asp?infobase=10376>

## **Definitions and Terms**

## **APPENDIX 7**

Atlanta Regional Commission:	The Atlanta Regional Commission (ARC) is the regional planning and intergovernmental coordination agency for the 10-county area including Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties, as well as the City of Atlanta.
Arborist:	Plan review by Bureau of Buildings Arborist to determine compliance with the City of Atlanta Tree Ordinance.
Assembly Occupancy:	An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating drinking, amusement, awaiting transportation, or similar uses, or used as a special amusement building, regardless of occupant load. (Definition from NFPA 101).
Board of Zoning Adjustment:	The Board of Zoning Adjustment (BZA) is a quasi-judicial board of 5 appointed members that hears and make decisions on applications for variance and special exception requests from the Zoning Ordinance and appeals of administrative decisions, of City staff.
Building Plan Review:	Plan review by Bureau of Buildings Plan Review Specialist or Architectural Engineer to determine compliance with building construction codes and basis for Development Impact Fees.
Cashier:	Cashier's window where permit fees are paid.
Certificate of Occupancy:	A Certificate of Occupancy (CO) is a written confirmation issued by the City of Atlanta Bureau of Buildings that the building or a specific space within a building is deemed to be in compliance with the requirements of building code, zoning code, and other City Ordinances.
Coordinator:	Bureau of Buildings residential and commercial coordinator and associated Customer Service support staff. This function includes plan and document intake, creation and updating permit applications, issuance of simple permits, plan routing, review of permit status with applicants and provision of general permitting information to the public.

Day (s)	Unless otherwise stated refers to calendar days.
Development of Regional Impact:	Under the Georgia Planning Act, development projects that are likely to have an impact beyond the host local government's jurisdiction are subject to review as Developments of Regional Impact (DRIs).
Electrical:	Plan review by Bureau of Buildings Electrical Plan Reviewer to determine compliance with National Electrical Code.
Fire (Assembly):	Plan review by Fire Department Engineer to determine compliance with National Fire Protection Association Life Safety Code for assembly occupancy.
Fire (site):	Plan review by Fire Department Engineer to determine compliance with International Fire Prevention Code requirements for fire equipment access and hydrant protection.
HVAC:	Plan review by Bureau of Buildings HVAC Plan Reviewers to determine compliance with Standard Mechanical Code.
Health food service:	Plan review by County Health Department to determine compliance with Health Department food service regulations.
Health solid waste:	Plan review by County Health Department to determine compliance with Health Department solid waste regulations.
Impact fee determination:	Computation of Development Impact fees by the coordinator (Bureau of Buildings).
Issuance of permit:	Final check and intake of approved plans and documents; create and print out permit copies; notarize applicant's signature.
Multifamily	Apartments, Condominiums and Townhouses are considered commercial construction, although they are residential occupancy.
Plumbing:	Plan review by Bureau of Buildings Plumbing Plan Reviewer to determine compliance with Standard Plumbing Code.

Sanitation:	Plan review by Bureau of Sanitation Plan Reviewer to determine compliance with the City of Atlanta regulations for provisions of solid waste facilities for multi-family projects.
Sewer Certification:	Review by Department of Watershed Management with an independent consultant to determine if adequate sewer capacity exists to accommodate increased sewer flows created by proposed project.
Site Development:	Plan review by Department of Watershed Management, Site Development section to determine compliance with local, state and federal regulations covering land disturbing activity, erosion and sedimentation control, hydrology, storm and sanitary sewers.
Technical permits:	Plumbing, Electrical, HVAC, Elevator, and Automatic Sprinkler permits.
Temporary Certificate Of Occupancy:	In the event where total compliance has not been achieved, but the building or space is deemed safe, a Temporary Certificate of Occupancy may be issued to building or parts of building.
Traffic:	Plan review by Department of Public Works (Office of Transportation) to determine compliance with city and state regulations concerning site access (driveways) and parking.
Urban Design:	Plan review by Atlanta Urban Design Commission to determine compliance with regulations concerning historic or landmark buildings or sites and conservation, historic or landmark districts.
Water:	Plan review by Department of Watershed Management to determine compliance with regulations concerning provision of water service to proposed projects.
Zoning:	Plan review by Bureau of Buildings (Zoning Enforcement Division) to determine compliance with City of Atlanta Zoning Ordinance.
Zoning Review Board:	The Zoning Review Board (ZRB) is a 9-member appointed Board that hears and makes recommendations on applications for rezoning, special use permits and major site plan amendments.